

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No. 590/IIIDEM/Misc./2017/Trg. I

Dated:- 30th August, 2017

The meeting of the Committee for reviewing the training content available at the IIIDEM was held as per the details below.

1. Date & Time :- 17th August, 2017 from 3.30 PM
2. Venue :- Sanvidhan Hall, 7th Floor, IIIDEM, Nirvachan Sadan, Ashoka Road, New Delhi - 110001

Following committee members attended the meeting.

S.No	Name & Designation	Remarks
1.	Mr. Chandra Bhushan Kumar, CEO, Delhi	Chairperson
2.	Mr. Kunal, CEO, Goa	Member
3.	Dr V Candavelou, CEO, Puducherry	Member
4	Dr. Noor Mohammad, Consultant,	Member
5..	Mr. Vivek Khare, Director (Trg.),	Convener
6	Mr. Binod Kumar, Under Secretary	Member
7..	Ms. Aparna Bhattacharya, Programme Manager, IIIDEM	Member
8.	Mr. Praskanva Sinharay, Research Associate, IIIDEM	Member
9.	Mr. Yogesh Rajput, Sub-Editor, IIIDEM	Member

The committee went through the list of modules/subjects and the training content such as PPT, training films, videos available for each subject. Observations/ recommendations of the committee are as under.

1. The content is huge as it contains material on all subjects, therefore the committee is of the view that timeline of 31st August 2017 as mentioned in the terms of reference is very difficult to be met. A realistic deadline for the intended exercise will be three months.
2. The committee reviewed the program schedule of SLMT training completed recently at IIIDEM.
3. Training content lacked practical situations, case studies and key statutory compliances.
4. Training material should include a PPT, learning material containing detailed information, practical situations and case studies.
5. A session on electoral process in India be kept in SLMT training in order to give them an integrated view of the whole process.
6. Commission has prepared "Risk Management Manual", wherein > 200 risks have been identified. It also highlights those risks, which can lead to the countermanding of elections. These cases should be included in relevant topics, the committee also recommends a separate session on risk management.

7. The committee reviewed the PPT on “Nomination to Symbol Allotment”. It was decided that IIIDEM team will redesign the PPT the following.
 - a. Various forms mentioned should be shown
 - b. Links to relevant ECI instructions be shown.
 - c. Key statutory compliances be mentioned in separate colour throughout the PPT.
 - d. Illustrations/ flash videos be used wherever possible.
 - e. Video clips to be used.
 - f. Evaluation of lessons learnt, using case studies discussions, so far may be added as part of training for involved participation.
8. This material shall work as a standard format/ template for all training content on various subjects.
9. ‘How to teach’, the lesson plan may be revisited for clarity.

Vivek Khare
20/8/2017

(Vivek Khare)

Director (Training)

Copy for information and necessary action :-

1. All members of the Committee by email.