



Teacher's Guide

Local Government

Part 3

Based on the Karnataka State Board Curriculum for
Standard VIII



JANAAGRAHA CENTRE FOR CITIZENSHIP & DEMOCRACY

Janaagraha's initiative to improve citizen engagement in India's democracy through their civic learning program Developed in collaboration with Young Leaders for Active Citizenship (YLAC)

Local Government | Teacher's Guide (3/3)

Part 3

Class VIII

Board – Karnataka State Board

Subject – Social Science

Textbook – Social Science Textbook for Class VIII (Karnataka State Board)

Chapter 4 – Local Government

Number of parts – 03

Length – 110- 125 minutes (estimated, for a class of 40-45 students)

Note: Teachers may divide the lesson plan into as many periods as they see fit

Section I – What are we going to learn and why is it important?

Learning objectives

Students will:

- Understand the need for an urban local governing body.
- Recognize the different responsibilities of urban local governing bodies.
- Identify the components of urban local governing bodies and describe each.
- Understand the different ways in which citizens can participate in local governments.

Learning outcomes

Students will be able to:

- Students understand how governments in urban areas function at the local level.
- Students will be able to engage constructively with their local government to address local issues in their neighbourhood.

Key Terms

74 th Constitutional Amendment Act	Urban Local Government	Municipal Corporations or Mahanagar Palika	Town and City Municipalities	Taxes
Councillors	Mayor Citizen engagement	Army Cantonment Areas	Citizen engagement and participation	

Materials Needed

1. 10-15 prints of town municipalities and city corporations.
2. One print per student of the information table for the activity describing urban local governments.
3. Printed worksheets for each student for the discussion of responsibilities of an urban local government

Section II – How are we going to learn?

1. Opening Session: Building a hook

Time: 5 minutes

Materials required: Blackboard and chalk

Note to the teacher:

This activity is aimed at getting students to understand the need for a local body, which can look after the everyday needs and concerns of people in an urban area.

Use your student experiences as your lesson prompt.

Facilitation notes:

- So class, today I bring an interesting experience to the class, which is familiar to most of us. We would have encountered this or something similar in the course of our experiences.
- So, quickly, how many of you have played on roads or on streets? At some point of your lives, as kids, or growing up, or even today?
- (If you don't see many hands, add, "what about public parks and fields?")
- Ask them, "What kind of games have you played?"
- Take 4-5 responses. If a student says a game that involves a ball or an object that has to be thrown in air, cross question them and ask, "So, have you or anyone else you played with, ever hit and broken the bulb of a street light? or any other object that is the property of public?"
- Once the students describe the event, ask them, "So, what did you do then?"
- It's alright even if you ran away! All of us have done such things growing up- ran away, blamed someone else, that is all part of the fun.
- So, let's focus on the bulb situation- what happened when you broke a bulb on the street or in a park?
- Take 4-5 responses. (Most likely students will say they complained to someone or they were indifferent, or they reached out to an adult, but nothing really happened.)

- So, I hear from you that some of you were indifferent to the broken bulb of the streetlight and waited for someone to initiate its replacement. Some others said that they wanted to help but did not know how, yet others reached out to someone, but the help was either too little or too late. Most of the times we don't know who can help us. Our natural response is, "No one wants to help."
- This is a very small situation. Think about other times when there are potholes on the road, there is a problem with the street lighting of the entire neighbourhood, or there is a huge garbage dump along the road. Since this is public property, no one really takes responsibility for them. So, who handles these situations?
- In today's class, we will study about the wing of the government that takes care of all these situations and other issues in urban areas of our country- understand its structure, formation and functions and how citizens can effectively engage and constructively work together with their local government.

2. Building connections with the chapter

Time: 5 minutes

Materials required: Blackboard and chalk

Facilitation Notes:

- In the previous chapters we learnt about the Panchayati Raj and rural administration system that takes care of villages and helps them function smoothly. In this lesson, we will learn about the urban administration system that helps govern urban areas like towns and cities.
- The government introduced the **74th Constitutional Amendment Act** in 1992 to strengthen democracy at grassroots level by giving more powers to local bodies in urban areas. This was done as it was felt that all cities need to have the power to address their local issues. All cities have their own unique problems, which may not be the problems of the entire country. For example, waste disposal is a big problem in metro cities like Delhi, which is undertaken by the Delhi Municipal Corporation. Road accidents and fatalities due to potholes has been found to be a concern for Bangalore. It is the Bruhat Bengaluru Mahanagara Palike's responsibility to ensure that these potholes are closed and maintained. Solving such contextual local problems will be better understood and addressed by the urban local government than the state government.
- Even within a state, different cities have different issues depending on their population, local economy and other social factors. For example: The city of Bengaluru differs in size and scale from the city of Mysuru, so their issues will be different and will have to be dealt differently.
- The local government operates at the level closest to its citizens and is therefore better placed to deal with local issues and govern their areas effectively.
- All larger urban areas have an organisation called the **Municipal Corporation or Mahanagar Palika** that helps them run and function effectively. Towns and small cities have similar body by the name **Town and City Municipalities**. There is also a third type of urban local government which can be seen in **army cantonment areas**, these are not run by either but are managed by the defence forces of India. This is because they are sensitive areas that need additional protection such as areas that have army base camps. (write the keywords on the blackboard- Municipal Corporation or Mahanagar Palika, Town and City Municipalities, army cantonment areas)

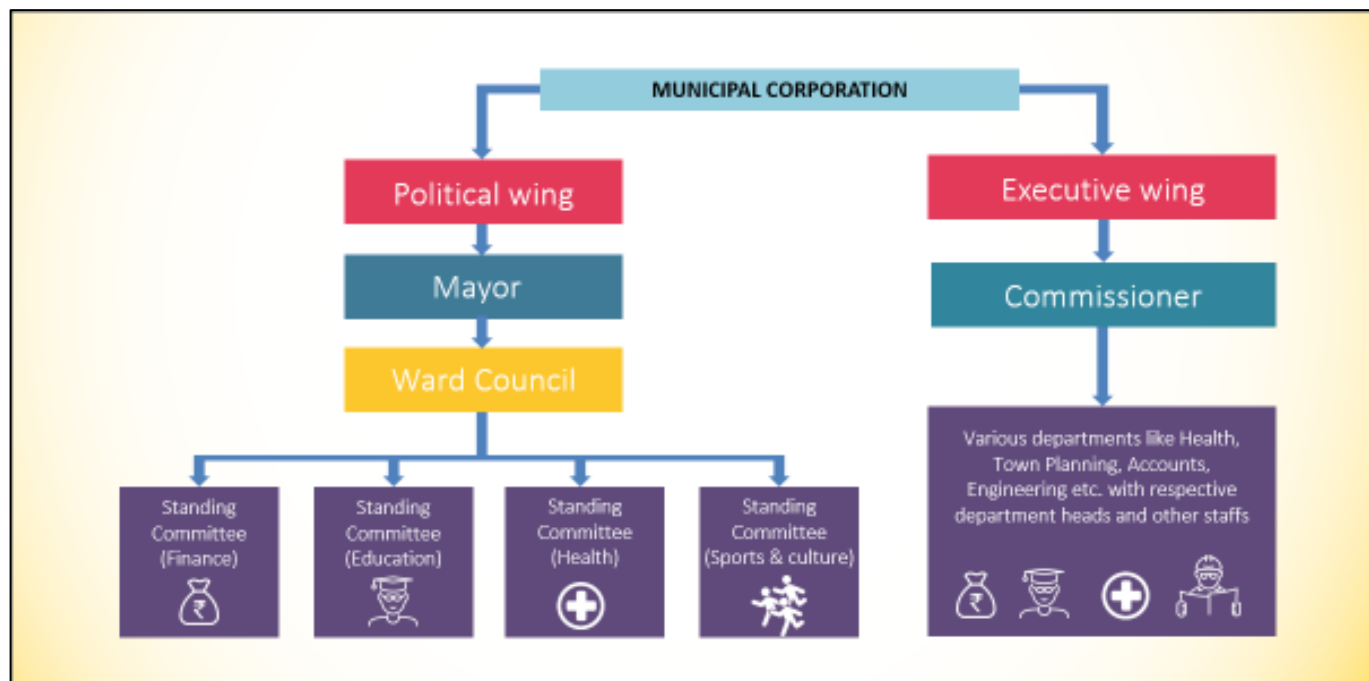
- In Karnataka, as per the Karnataka Municipal Corporation Act of 1976, an urban area with a population of above 2,00,000 people and the total tax income of above 1 crore has a governance body called as the City Corporation or Mahanagar Palike. (emphasise on how city municipalities and city corporations are different).
- Before we go into details, let's understand the structure of a Municipal Corporation. This will give us an idea of the general structure of an urban local body.

3. Understanding the structure of Municipal Corporation

Time: 15 Minutes

Materials required: Blackboard and chalk; Projector (if possible)

Note to the teacher: To begin the lesson, draw the flowchart given below (on the blackboard) for students to understand the structure of a Municipal Corporation. As you draw the flowchart on the board, you can use the pointers below (in the same order) to explain the structure. Make sure to go over this chart slowly, so that the students can understand the different members and structures of the organisation. Encourage students to draw the structure and take notes.



Source: Janaagraha Tata Class Edge PPT_23rd Aug 2017

Facilitation Notes:

- So, every city or town has a Municipal Corporation, while small towns have Municipal Councils.
- In India, a Municipal Corporation is divided into two major wings- the Political (elected wing) and the Executive (appointed wing).
- The Political wing is led by Mayor and the Executive wing is led by Commissioner. The political wing consists of all elected representatives.
- The executive wing consists of officers who have been appointed by the government to carry out the various tasks.
- Depending on the population of a city, it is divided into **Wards**. **Each ward acts as a unit of governance** and one **Councillor** is elected from each ward. All the elected councillors from across the city make up the Ward Council. The head of the Ward Council is the Mayor.
- A mayor is chosen after a process of voting among the councillors. Together, they make up the political wing of the municipal government.
- The ward councillors form separate **committees** for health, education, finance, water, etc. to ensure that all concerns of the residents of the city/ town can be addressed properly.
- These committees form budgets and take decisions for the smooth functioning of the city. For example, if the Councillor's committee decides that more street lights should be installed, they will take care of the decision-making process - like which part of the city, how many lights, budgets for the street lights etc.

- Once the Councillor's Committees and the Councillors get together and make all the decisions - the **Commissioners** and **Administrative staff** (which is the executive branch of the municipal government) implement these decisions, and get the actual work done.
- I want everyone to now copy this table in their notebooks and discuss it with their partners once.

4. Describing Urban local governments

Time: 20-30 Minutes

Materials required: 10-15 prints of town municipalities and city corporations, one print per student of the information table (printable versions available in the appendix. If print outs are not available, the teacher to draw the table on the board and every student to copy it).

Activity flow:

- Divide the class into groups of 4. Every group is given one handout of town municipalities and one handout on city corporations.
- Students discuss the handout and go through the book (pg. 126 and 127).
- After 10 minutes, each student is asked to fill the information table individually. (teacher to draw the information table on the board if print outs are not available).

Town Municipalities or Municipal Corporations: An urban area is classified as a town or a city on the basis of the population. An area with a population between 20,000 and 50,000 is considered as a town. Town municipality is the governing body of that area. Similarly, an area with a population between 50,000 and 3 lakhs is considered as city. The governing body of that area is called a City Municipality. The governing bodies of Town Municipalities and City Municipalities have elected representatives called Councillors.

The Councillors are directly elected by the people of that town or city. The number of councillors vary from place to place depending on the population of that area. In Town Municipality the number of councillors is between 23 and 27 whereas in City Municipalities the number is between 31 and 37. Besides, the State Government nominates five members who have good experience and knowledge in municipal administration. These nominated members take part in debates and discussions of the council meeting but have no right to vote.

The local MLAs, MLCs and MPs can also attend the council meetings and vote. SC, ST, backward classes and women are provided reservation as per the rule in these local bodies. The President and the Vice President are the heads of the local bodies. They are elected by the councillors. The President presides over the council meetings and helps in smooth functioning of the local body. In the absence of the President, the Vice -President looks after the functions. The term of the urban local bodies is five years. Under certain special circumstances the State Government has powers to extend the term.

Four standing committees are constituted for the smooth and efficient administration of the local bodies. The Chief Officer is the Administrative Officer of the municipal body. He is appointed by the Government. He looks after the entire executive work of municipality

besides providing the necessary information to the council.

City corporation or Mahanagara Palike are constituted as per Karnataka Municipal Corporation Act of 1976. The City Corporation or Mahanagara Palikes are formed in the areas with more than two lakh population and an income of more than Rs. One crore. The members of the City Corporations are called Corporators. The number of Corporators in the corporation is decided on the basis of the population. The number of corporators should not generally be less than 30 and not more than 100. The state government decides the size of the corporation.

City is divided into smaller electoral divisions called wards. One corporator is elected from each ward. Corporators are directly elected by the people of that city. Certain seats are reserved to SC, ST, backward classes and women. Besides these elected members, the state government nominates five members possessing good experience and knowledge in town planning, health, education and Municipal Administration. The five nominated members can take part in corporation council meetings but have no right to vote. The MLAs, MLCs and MPs representing that area can also attend the meetings of the corporation council and vote. The term of the corporators is five years and the term can be extended up to one year by the state government depending upon the circumstances.

The Mayor and Deputy Mayor are the leaders of the corporation. They are elected by the corporators. Their term of office is one year. The Mayor Presides over the corporation meetings. He/she takes measures to implement the decisions of the council meetings. He/she establishes control over the executive work of the corporation. Standing Committees are set up to bring about efficiency in administration and also to assist the Mayor.

The Commissioner is the real executive of the City Corporation. Generally, he is of IAS (Indian Administrative Services) cadre. He is appointed by the State Government for a term of three years. He participates in the council meetings and provides the required information to the council. He implements the decisions of the council. He assists the Mayor in preparing the budget and also in the executive functions of the corporation.

There are ten city corporations and one Bruhat Mahanagara Palike in Karnataka. They are, (1) Mysuru, (2) Huballi-Dharwad, (3) Ballari, (4) Belagavi, (5) Kalaburagi, (6) Davanagere. (7) Mangaluru, (8) Shivamogga (9) Tumakuru, (10) Vijayapura and Bengaluru City Corporation is called Bruhat Bengaluru Mahanagara Palike (BBMP). There are 198 corporators in this BBMP.

Post discussion, each student to fill the following information table:

All what we know about-	Town Municipalities/ Municipal Corporations	City corporations
The level at which it functions		
The tenure of this type of local government is		
It is constituted by		
The members are elected by		
The size of population it represents		
Some member seats are reserved for		
The members are expected to meet		
The head presides over the session. He/she is called		
Reservations for the position of head is applicable/not-applicable		
The head is selected through a process of		
In the absence of the head, the session		

is presided by		
The tenure of the head and the supporting head is		
For its efficient administration, some support is extended by the government. These are seen in the form of		
Its functions are		
Some other information about this form of government		

Solution sheet:

All what we know about-	Town Municipalities/ Municipal Corporations	City corporations
The size of population it represents	Town or small city Town municipalities are formed for a population of 20000 – 50000. City municipalities are formed for a population of 50000- 3 Lakh.	Major City City Corporations are formed for a population greater than 1 Lakh.
The tenure of this type of local government is	5 years	5 years
It is constituted by (only members)	Councillors+ 5 members nominated by the Government+ MLA, MLC, MP	Corporators+ 5 members nominated by the Government+ MLA, MLC, MP
The members are elected by	Direct voting (by adults) living in the town.	Direct voting in wards (electoral divisions) to elect one corporator per ward.
The number of councillors/Corporators	In towns: 23-27 In small cities: 31-37	30-100
Some member seats are reserved for	SC, ST, OBC, Women	SC, ST, OBC, Women
The head presides over the session. He/she is called	President	Mayor
The role of the head is	Preside over the meetings and helps in smooth functioning of the local body.	Preside over the meetings, take measures to implement the decisions of the meetings, prepare the budget and manage executive functions of the corporation.
Reservations for the position of head is applicable/not-applicable	Yes	Yes

The head is selected through a process of	Elected by councillors (one among them)	Elected by corporators (one among them)
In the absence of the head, the session is presided by	Vice- President	Deputy Mayor
The tenure of the head and the supporting head is	5 years	1 year
For its efficient administration, some support is extended by the government. These are seen in the form of	Four standing committees + Chief Officer as the Administrative Officer	Four standing committees + Commissioner as the Executive Officer
Its functions are	Governs and administers the town/ city	Governs and administers the town/ city
Some other information about this form are	<p>The 5 members nominated by the government are nominated based on their experience and knowledge in municipal administration. They can attend the meetings but not vote.</p> <p>MLAs, MLCs and MPs can attend the meetings and vote.</p> <p>Under certain special circumstances the State Government has powers to extend the term.</p>	<p>City Corporation or Mahanagara palikes are constituted as per Karnataka Municipal Corporation Act of 1976.</p> <p>MLAs, MLCs and MPs can attend the meetings and vote.</p> <p>The State Government has powers to extend the term of the corporation.</p> <p>The Commissioner is an IAS officer. He is appointed by the State Government for a term of three years in the city corporation. He participates in the meetings and provides the required information to the council. He implements the decisions of the council. He assists the Mayor in preparing the budget and also in the executive functions of the</p>

		corporation.
--	--	--------------

5. Activity worksheet: Responsibilities of an urban local body.

Time: 10 minutes

Materials required: Printed worksheets for each student. (printable worksheets in the appendix (Urban Administration Worksheet). If printouts are not possible, teacher to draw the table on the board and ask the students to copy it)

Note to the teacher:

- Distribute the following worksheet to students.
- The worksheet has many instances that a regular citizen of a town or city will encounter at some point of their lives. From their understanding of the roles of urban local governing bodies, they are to complete the worksheet. They need to encircle the cases in which the municipal govt. will be responsible.
- Tell the students that now that they understand the presence of various urban government bodies, they will dig deeper into the functions of an urban government body.
- Give students 5 minutes to fill the worksheet and then discuss in class.

Urban Administration Worksheet: When to call my local governing body?

Name:

Class:

When I need to make a driving license.	When the street lights outside my home are not working.	When the plants in my neighbourhood park need tending.	When I need to set a new bank account.
When I have a flat tyre.	When I am unable to view my favourite tv channel.	When roads are not being cleaned.	When my phone lines are down.
When there is danger of malaria because of stored water on the streets.	When I need to book movie tickets	When I need to file a missing person's Report.	When there is a water shortage in my neighbourhood.
When I have to renew my passport	When I need help with a fused bulb at home.	When I have high fever	When my car gets stolen.
When the garbage has not been picked up from my neighbourhood trash bin	When I need to book train tickets to another city.	When I have to exchange currency	When the drains in the local market are clogged after the rains.

The correct answers are:

Urban Administration Worksheet: When to call my local governing body?

Name:

Class:

When I need to make a driving license.	When the street lights outside my home are not working.	When the plants in my neighbourhood park need tending.	When I need to set a new bank account.
When I have a flat tyre.	When I am unable to view my favourite tv channel.	When roads are not being cleaned.	When my phone lines are down.
When there is danger of malaria because of stored water on the streets.	When I need to book movie tickets	When I need to file a missing person's Report.	When there is a water shortage in my neighbourhood.
When I have to renew my passport	When I need help with a fused bulb at home.	When I have high fever	When my car gets stolen.
When the garbage has not been picked up from my neighbourhood trash bin	When I need to book train tickets to another city.	When I have to exchange currency.	When the drains in the local market are clogged after the rains.

After the worksheet, discussion you can list down all the functions of an urban local government body. Encourage students to take notes:

- Make a good town planning system
- Providing good roads, public transport
- Maintenance of the street lights

- Provide arks, sports and entertainment facilities
- Garbage collection, provide sewage system
- Making sure the streets and markets are clean
- Running municipal schools
- dispensaries and hospitals
- Taking care of the water supply, set rain harvesting systems
- Ensuring diseases don't spread in the areas

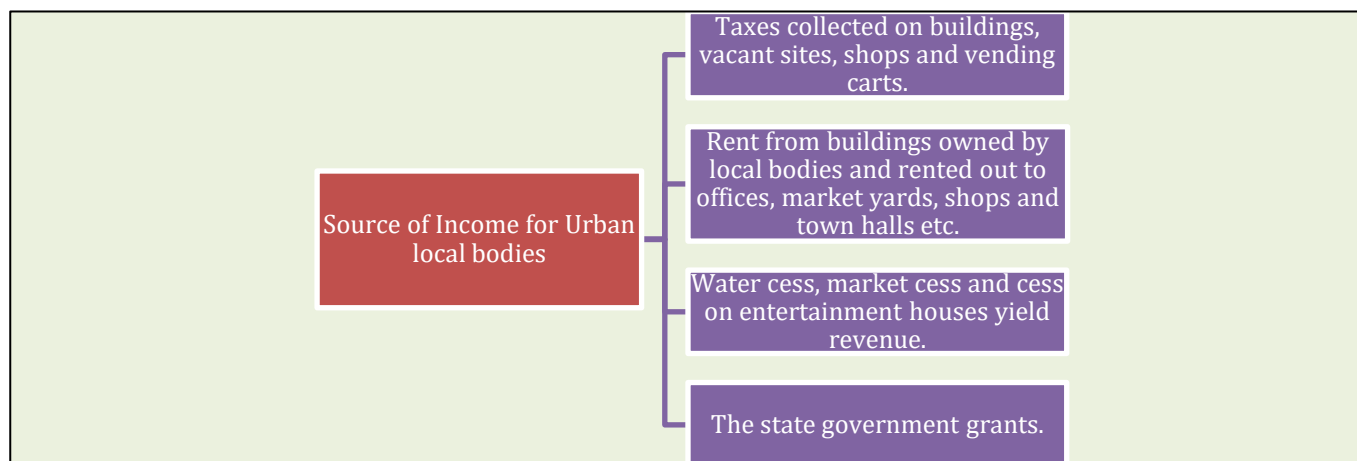
6. Where does the Municipal Corporation get its money?

Time: 10 minutes

Materials required: Blackboard and chalk; Projector

Facilitation Notes:

- As we have seen, the Municipal Corporation does many things, like keeping cities clean, taking care of water supply, street lights, maintaining parks and gardens etc. Now, providing and running all these services requires a lot of money. Where does the Municipal Corporation get this money? Think about what we discussed in lesson one (expected answer: Taxes).
- Taxes take care of so many things. They help in building and running the city or town, just like profits help run a company and school fees helps run schools. The Municipal Corporation uses this money to help take care of your city or town.
- It therefore is important to pay your taxes. It is interesting that not more than 3 % adult population pays income tax.
- (look for reactions) Isn't that surprising? We conveniently pass on the blame to some people i.e. government but people themselves contribute to poor governance by not paying their taxes.
- Moving back to how the urban local bodies get the money, they primarily get through these four ways.
- (You can draw the following chart on the board)



7. Why should we engage with Local Governments?

Time: 10-15 minutes

Materials required: Blackboard and chalk; projector (for an optional video).

Facilitation Notes:

- So far in the lesson, we have understood the types of urban bodies, their structure and functions.
- But the question remains- why do we need to know about them at all?
- We all need to be concerned about our local municipal government because this is the wing of government that directly impacts our well-being and our day to day lives. While the centre and state governments take care of our country's defence, education, marriage laws, trade laws etc, it is the local government bodies that impact ordinary citizens the most.
- Given the importance of the tasks performed by local government bodies and the impact they have on our day-to-day lives, it is important for us to engage with them on a regular basis to improve governance in the city that we live in.
- Let us see how we can engage with our local government? There are actually a few ways you can do this:

1. The first step is to know your ward details-

- As responsible citizens, you should know- how many wards are there in your city, what is your ward number, where is your local ward office located and who is your local councillor?

- Once you have these details, meet with your local councillor to speak to them about the issues you are facing in your neighbourhood and how these can be addressed.
- Stay connected with them to understand the progress on your complaints, their plans for your ward-how are they going to spend the ward budget, what infrastructure improvements are they planning, how can citizens engage with them in planning and monitoring, civic projects and community initiatives.

2. Use your right and power to vote:

- Participate in the local municipal elections and let your voice be heard.
- Do background research to understand your candidates well.
- Understand their manifesto and see them closely as they interact with your communities.
- As students, you cannot vote till you all are 18, but you can help elders in your family, neighbourhood and circles become more informed in their choices and encourage them to vote.
- Get yourself registered to vote once you are 18 years of age.

3. Participate in your Ward Committee Meetings

- The 74th Constitutional Amendment, 1992 mandates creation of ward committees at the ward level. . This amendment is also called Nagarpalika Act came into force on 1st June 1993. The act clearly says that one or more wards should exist within a territorial area of all municipalities with a population of 3 Lakhs or more. Provisions are made for equal representations of all sections of society, men, women, schedule castes and tribes.
- Since the Ward Committees are more local, they can become centres for citizen engagement and participation. Citizens can voice their opinions and concerns, and also be informed of the development work that is going on in their ward.
- For example, since December 1, 2018, all 198 wards of BBMP have been notified to hold ward committee meetings on the first Saturday of every month.
- Ward committees are chaired by the ward councilor with representations from women, SC, ST, civic groups, RWAs, industrial groups etc and are typically nominated by the councilor. Reach out to your city government office to know whether ward committees are functional in your city and area or not.

4. Support the Municipal Corporation in their efforts and hold them accountable.

- For example, in the monsoon season when water starts collecting in different areas, the city becomes prone to diseases like dengue, chikungunya and typhoid which can also be fatal.
- For a governing body at such a large scale, it might be difficult to keep checks throughout. It therefore becomes our responsibility to act as good citizens and keep the safety measures (as shared by the government) in check and keep the municipal government informed.
- Remember that simply expecting our local government to fix all problems without engaging with them will not be enough. We need to continuously engage with them.

- Let's see an example of Mysuru city where the Municipal Corporation and citizens have worked together in segregating garbage and making the city cleaner and greener!
- Play the optional video to close this discussion
Video: CSE Clean City Award- Mysuru solid waste management
The video shows how the municipal corporation of Mysore has set up an incredible waste management system with the help of its citizens.

Link: [YouTube](#)



- Wouldn't we all want our Municipal Corporations to work like this in all aspects? As you saw in the video, the Municipal Corporation educated its citizens to segregate dry and wet waste and without the support of the citizens, the result wouldn't be possible. The active participation of the citizens is extremely important for a successful government-rural or urban.
- (In case the video the video cannot be played in class, the teacher can use the following examples of active citizenship where local people took charge and solved issues in their neighbourhoods/ cities:
 - a. Citizens of Bengaluru have come together to stop encroachment on the Hulimavu lake:
Members of a citizenry group in southwest Bengaluru have come together to stop what they suspected was an attempt to encroach on the Hulimavu Lake, one of the largest water bodies in the city.
Instead of waiting for official help to arrive, they also took clearing of the encroachment in their own hands, removing truckloads of mud and construction debris from the lake, which was once spread over 140 acres.
Source: [Economic Times](#)
 - b. In this article citizens restore a heritage site in Kolkata:
A heritage school in Kolkata was in very bad condition. Bothered by the condition of this historically significant building, a few locals of a Kolkata based Facebook group came together to restore some of the building with their own funds. Later, alumni students, teachers, and even the councillor showed his support. They did not wait for the government to take the first step and instead took the first initiative themselves.
Source: [Time of India](#)
 - c. In this article the citizens fill potholes in Hyderabad:
When the condition of a road in Hyderabad became unusable, the senior citizens of the neighbourhood came together and filled the potholes themselves. They co-ordinated on whatsapp and raised some money from their families and fixed this problem themselves.
Source: [New Indian Express](#)

8. Closing discussion: Reaching out to your local government body

Time: 10-15 minutes

Facilitation notes:

- Through the course of the last few lessons, we have studied in detail about local government systems in India and specifically in Karnataka.
- We discussed about their roles and responsibilities, the functions they play and where they get its money from.
- Let us once revise the most basic reason why local governments are important? (Expected answer- so that people can be heard, problems can be solved at a local level and so on).
- Exactly. The most important reason local governments were set up was so that citizens like you and me can find ways to get the government solve issues in our societies, neighbourhoods, and surroundings. Let's say there is a garbage dump near your home, or there is a problem of street lighting, or there is water logged outside your colony- it is the responsibility of the local government, and your right as a citizen to get this issue heard and solved.
- Let's close this chapter with a list of questions I want you to answer right now: (write the questions on the board and then give students 5 minutes to fill this out)

A. What is the one issue in your surrounding that bothers you the most? Choose one of the following: 1. Poor street lighting 2. Garbage dumps near your home or park or school 3. Water logging or potholes on a road you cross everyday
B. Where is the municipal/ panchayat office of your area?
C. Will your parent take you to the municipal/ panchayat office to complain about the issue?
D. If not, can you collect a few friends to complain together?
E. Who are the adults in the neighbourhood who will support your idea?
F. How will you convince them to support you and complain with you?

Debrief:

- The purpose of this exercise was for you to realise that there are problems in every neighbourhood.
- It is really up to us to do something about them.

- The above table will help you think about how, as young citizens, can you potentially hold your government responsible for your well-being?.

Section III: Assessment

Time: 5 minutes

- For this exercise, you will have to use your understanding from our previous lessons too. Identify these statements as True or False and correct them (if false):
 - (a) If we do not pay our taxes, government will not have enough money to provide essential services.
 - (b) All wards get equal money allocated to them.
 - (c) All cities have the same number of wards.
 - (d) The Mayor presides over the Town Municipality sessions.
 - (e) There are no reservations for Women in councils and corporations.

Answer key:

- (a) If we do not pay our taxes, government will not have enough money to provide essential services. (True)
- (b) All wards get equal money allocated to them. (False) The money they get depends on their need and size.
- (c) All cities have the same number of wards (False) Number of wards depends on the size of the city.
- (d) The Mayor presides over the Town Municipality sessions. (False) The Mayor presides over the City corporation sessions/ The president presides over the Town Municipality sessions
- (e) There are no reservations for Women in councils and corporations. (False) / There are reservations for women.

Homework:

Worksheet: Fill in the following sheet after collecting information about any town or city in Karnataka from their corporation website

Know My City Worksheet

- Name of my city's corporation:
- The Mayor of my city:
- The Commissioner of my municipal corporation:
- Services listed on the Municipal Corporation's website:
- Is there a complaint number on the Municipal Corporation website? Yes or No:

- If yes, the complaint number is:
- Your ward number:
- Your ward name:
- Your Councillor:
- Which body provides electricity to your house?
- Which body provides water to your house?
- Who is responsible for traffic management in your city?

Section IV: Closure

Recap by the teacher

Time: 5 minutes

- The local govt is the closest form of government for its citizens. The local bodies in the urban areas take care of services such as =keeping cities clean, taking care of water supply, street lights, maintaining parks and gardens etc.
- There are three types of such bodies, City Corporation (for big cities), Town Municipalities or City Municipalities (for towns and small cities) and Cantonment Areas. Their function is to govern and administer their areas.
- The money required to perform the functions of urban local bodies comes in the form of taxes. A tax is a sum of money that people pay to the government for the services the government provides.
- Every city is divided into wards and each ward **acts as a unit of governance** and one **Councillor** is elected from each ward. All the elected councillors from across the city make up the Ward Council. The head of the Ward Council is the Mayor.
- A mayor is chosen after a process of voting among the councillors. The Mayor, Council and Standing committee forms the political wing of city government. The executive wing of the city government is headed by the Commissioner or Chief Officer, who is a state appointed bureaucrat. The political wing takes the decisions while the executive wing implements the decisions taken by the Council & the Mayor.
- For the effective functioning of a local body (urban or rural), citizens must participate and engage with their local government. First step of engagement is knowing your ward, meeting with your ward councillor to address concerns and understand their plans for your ward. Other means of participation are-voting in your municipal elections, attending your ward committee meetings and working together with the local representatives to address issues.

Section V- Field Visit to a Municipal Council Meeting in your city

Note: Learning through experience has many success stories. Taking students to a Municipal council to witness its proceedings will help them understand the nature of conversations and how decision making processes take place.

To plan this field visit in your city, seek prior permission from your Municipal Council. The proceedings only happen on certain days or at least once in a month, so the visit must be timed accordingly.

Ideal visit Time: 2-3 hours

Things to observe:

- How do councillors represent the interests of their local wards?
- How does the council conduct itself?
- How does decision making happen in the house?

Section VI: Additional resources

Resources for students:

1. Article: Civic Body launches its grievance redressal cell
This article talks about how Patna Municipal Corporation has launched a grievance redressal cell to ensure timely response to citizen complaints.
Link: [Time of India](#)

Resources for teachers:

1. Reading: Handbook for Councillors in Delhi
This is a guide to aid Councillors in Delhi to effectively discharge their duties. This is great resource to understand how local representatives can do their work effectively.
Link: [Handbook by Praja](#)
2. Reading: Municipal Budgets in India



The reading elaborates on the structures of local governing bodies, how the municipal budgets are formed and what all is covered under these budgets.

Link: [Open Budgets India](#)

Appendix

The following are printable versions of the sheets for the discussion 'Understanding urban local bodies'.

Town Municipalities or Municipal corporations

An urban area is classified as a town or a city on the basis of the population. An area with a population between 20,000 and 50,000 is considered as a town. Town municipality is the governing body of that area. Similarly, an area with a population between 50,000 and 3 lakhs is considered as city. The governing body of that area is called a City Municipality. The governing bodies of Town Municipalities and City Municipalities have elected representatives called Councillors.

The Councillors are directly elected by the people of that town or city. The number of councillors vary from place to place depending on the population of that area. In Town Municipality the number of councillors is between 23 and 27 whereas in City Municipalities the number is between 31 and 37. Besides, the State Government nominates five members who have good experience and knowledge in municipal administration. These nominated members take part in debates and discussions of the council meeting but have no right to vote.

The local MLAs, MLCs and MPs can also attend the council meetings and vote. SC, ST, backward classes and women are provided reservation as per the rule in these local bodies. The President and the Vice President are the heads of the local bodies. They are elected by the councillors. The President presides over the council meetings and helps in smooth functioning of the local body. In the absence of the President, the Vice -President looks after the functions. The term of the urban local bodies is five years. Under certain special circumstances the State Government has powers to extend the term.

Four standing committees are constituted for the smooth and efficient administration of the local bodies. The Chief Officer is the Administrative Officer of the municipal body. He is appointed by the Government. He looks after the entire executive work of municipality besides providing the necessary information to the council.

City Corporation or Mahanagar Palike

City corporation or Mahanagara Palike are constituted as per Karnataka Municipal Corporation Act of 1976. The City Corporation or Mahanagara Palikes are formed in the areas with more than two lakh population and an income of more than Rs. One crore. The members of the City Corporations are called Corporators. The number of Corporators in the corporation is decided on the basis of the population. The number of corporators should not generally be less than 30 and not more than 100. The state government decides the size of the corporation.

City is divided into smaller electoral divisions called wards. One corporator is elected from each ward. Corporators are directly elected by the people of that city. Certain seats are reserved to SC, ST, backward classes and women. Besides these elected members, the state government nominates five members possessing good experience and knowledge in town planning, health, education and Municipal Administration. The five nominated members can take part in corporation council meetings but have no right to vote. The MLAs, MLCs and MPs representing that area can also attend the meetings of the corporation council and vote. The term of the corporators is five years and the term can be extended up to one year by the state government depending upon the circumstances.

The Mayor and Deputy Mayor are the leaders of the corporation. They are elected by the corporators. Their term of office is one year. The Mayor Presides over the corporation meetings. He/she takes measures to implement the decisions of the council meetings. He/she establishes control over the executive work of the corporation. Standing Committees are set up to bring about efficiency in administration and also to assist the Mayor.

The Commissioner is the real executive of the City Corporation. Generally, he is of IAS (Indian Administrative Services) cadre. He is appointed by the State Government for a term of three years. He participates in the council meetings and provides the required information to the council. He implements the decisions of the council. He assists the Mayor in preparing the budget and also in the executive functions of the corporation.

There are ten city corporations and one Bruhat Mahanagara Palike in Karnataka. They are, (1) Mysuru, (2) Huballi-Dharwad, (3) Ballari, (4) Belagavi, (5) kalaburagi, (6) Davanagere. (7) Mangaluru, (8) Shivamogga (9) Tumakuru, (10) Vijayapura and Bengaluru City Corporation is called Bruhat Bengaluru Mahanagara Palike (BBMP). There are 198 corporators in this BBMP.

Information sheet:

All what we know about-	Town Municipalities/ City Municipalities	City corporation
The level at which it functions		
The tenure of this type of local government is		
It is constituted by		
The members are elected by		
The ratio of representative to voters is		
Some member seats are reserved for		
The members are expected to meet		
The head presides over the session. He/she is called		
Reservations for the position of head is applicable/not-applicable		
The head is selected through a process of		
In the absence of the head, the session is presided by		

The tenure of the head and the supporting head is		
For its efficient administration, some support is extended by the government. These are seen in the form of		
Its functions are ,		
Some other information about this form are		

Urban Administration Worksheet: When to call my local governing body?

Name:

Class:

When I need to make a driving license.	When the street lights outside my home are not working.	When the plants in my neighbourhood park need tending.	When I need to set a new bank account.
When I have a flat tyre.	When I am unable to view my favourite tv channel.	When roads are not being cleaned.	When my phone lines are down.
When there is danger of malaria because of stored water on the streets.	When I need to book movie tickets	When I need to file a missing person's Report.	When there is a water shortage in my neighbourhood.
When I have to renew my passport	When I need help with a fused bulb at home.	When I have high fever	When my car gets stolen.
When the garbage has not been picked up from my neighbourhood trash bin	When I need to book train tickets to another city.	When I have to exchange currency	When the drains in the local market are clogged after the rains.

i changemycity



JANAAGRAHA CENTRE FOR CITIZENSHIP & DEMOCRACY

Disclaimer: This document contains pictures, icons, and content hyperlinks (“copyrighted material”) the use of which has not always been specifically authorized by the copyright owner (“third parties”). The copyright for such copyrighted material used in the document vests with/ are owned and operated by appropriate third parties, and are provided here for user information and convenience only. Janaagraha does not intend the usage of such copyrighted material for appropriation of intellectual property of third parties, and does not bear any responsibility for their accuracy or legality of content or their continued availability. All efforts have been taken by Janaagraha to ensure that all copyrighted material is accurately reproduced and prominently acknowledged to third parties, and not used in a derogatory manner or in a misleading context. If any content in this document violates rights of third parties or is in breach of copyright law, Janaagraha is willing to remove it immediately upon request. Contact information available at <http://www.janaagraha.org/>