



Teacher's Guide

Urban Administration

Period 2

Based on the NCERT curriculum for Standard VI



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)

Urban Administration | Teacher's Guide (2/3)

Period 2

Class VI
Board – CBSE
Subject – Social Science
Textbook – Social and Political Life I (NCERT), 2006
Chapter 7 – Urban Administration
Number of periods – 03
Length – 55-60 minutes

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

Learning Objectives

In this lesson, students will:

- Learn about the role of the Ward Councillors and Municipal Commissioner in a city.
- Understand how a Municipal Corporation functions – how are decisions made, how is the required money allocated, and how does the work get prioritised
- Understand the process of budget allocations towards community development.

Learning outcomes

Students will:

- Be able to appreciate the complexities of governing a city because of competing interests.

Key Terms

Taxes	Subcontracting	Budget
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Section II: How are we going to learn?

How does the Municipal Corporation function?

Time: 5 min

Note to the teacher: Before beginning this session, we will quickly go over what we learned in the previous lesson.

Quick Recap:

In the previous class, we learnt,

- That each city has a Municipal Corporation. This body is responsible for provision of various services to its citizens.
- We understood its structure and the different people that work for it - Ward Councillors, Commissioners and Administrative Staff.
- We also learnt that the Ward Councillors form different committees and prepare the budget to decide where the money is to be spent.
- The Commissioner and the Administrative Staff is responsible for implementing the decisions taken by the Ward Council/Committees.

In this lesson we will understand further how this system works, where does the Municipal Corporation get the money from, and how do they manage to ensure that we live in clean and safe cities.

Where does the Municipal Corporation get its money?

Time: 15 mins

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? This money comes in the form of taxes.

What is a Tax?

- ***A tax is a sum of money that people pay to the government for the services the government provides.*** This could be for services like building roads and highways or taking care of the street lights.

- Taxes 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, like the staff and employees take care of their school or company.
- Taxes are collected in different forms, for example, people who own a house pay a property tax - larger the house- the more is the tax, when you earn a salary you pay an income tax, when you buy movie tickets you pay an entertainment tax or if you buy food from a restaurant- you pay goods and services tax (GST) on it as on most other items that you buy.
- All the money collected from the taxes, helps the government run different services. Some part of this money is allocated to Municipal Corporations which they use to provide us the services that we discussed before.

Note to the teacher: Ask the students if they have heard their parents talk about taxes or seen taxes charged on the receipt when they buy things from a store, or on the movie tickets when they go and watch a movie.

C. How does the Municipal Corporation work?

Goal: To understand how the Municipal Corporation functions and does all its work.

Time: 50 mins

Preparation for this session: For this activity you will need three cue cards, each with details of the 3 different wards, as shown in Box 1.0 below.

Box 1.0

Ward 1	Ward 2	Ward 3
<ul style="list-style-type: none"> • Garbage system • A big beautiful park but some plants need tending • 100 street lights • No water shortage 	<ul style="list-style-type: none"> • Irregular garbage system • A small park • 40 street lights • Some water shortage 	<ul style="list-style-type: none"> • No garbage collection system • No park • Only 10 street lights • Lots of water shortage

Step 1: Dividing class into 3 Wards.

Note to the teacher:

- For this activity we need to divide the students into 3 groups. For this, have all students count only 1-2-3 till each student in the class has a number- either 1, 2 or 3. (For example a student says 1, next 2, next one 3, the fourth student will say 1 again, then 2 and 3, and then 1 again, and so on). Decide three spots in the classroom and ask all the 1s to stand together, 2s to stand together, and 3s to stand or sit together.
- Say to the class, "Are we all in our three groups? 1s together, 2s together and 3s together. Ok great, let's begin!"
- Now, imagine this classroom is a city. Let's call it **City Class 6** (you can also ask the students to come up with a name to make the activity more fun and interactive). Each of the 3 groups is a **Ward** under the Municipal Corporation in the city. So, group 1 is Ward 1, group 2 is Ward 2, and group 3, is Ward 3. All wards are roughly the same size.

Step 2: Electing a Ward Councillor

Now, each of the Wards will need a Ward Councillor, so can we all take 5 mins to decide one ward councillor per group and take a vote.

Note to the teacher: Give 5 minutes to all 3 groups to elect their Ward Councillors. Once the 3 Ward Councillors are elected, give them the 3 cue cards respectively, and ask them to write down the details from the card on the board. Once they are done, tell them to go back to their wards, and join their groups.

Ward 1	Ward 2	Ward 3
<ul style="list-style-type: none"> Garbage system A big beautiful park but some plants need tending 100 street lights No water shortage 	<ul style="list-style-type: none"> Irregular garbage system A small park 40 street lights Some water shortage 	<ul style="list-style-type: none"> No garbage collection system No park Only 10 street lights Lots of water shortage

Now the teacher says - As you can see, the three wards are slightly different.

- **Ward 1** has a garbage system, a big beautiful park which needs some maintenance, 100 street lights and no water shortage.
- **Ward 2** has an irregular garbage system, a small park, 40 street lights and some water shortage.
- **Ward 3** has no garbage collection system, no park, only 10 street lights, and lots of water shortage.
- So, some people in our city, who live in ward 1 live in a clean and safe area, some others live in Ward 2 that is not as clean and safe as ward 1 but still has a park and some sort of garbage collection system, and some live in areas like Ward 3 that has very few street lights, no park and lots of shortage of water.
- Now remember, all the people who live in each of these areas are decided by a random selection, and not on any merit - just like when we are born into different families - we do not get to choose the family or house or income group that we are born in, it's a random selection.

Step 3: Budget and taxes

- So, we have our 3 wards and our 3 ward councillors.
- Now as citizens of the city, and as per rules of the government, let's assume we all paid the required taxes to the government. And the government has sent part of that tax money to our Municipal corporation to help keep our city clean and safe. Of course, all citizens in the city have paid different amount of taxes, depending on their income, expenditure, assets etc.

Verbal Quiz:

Can anyone remind me what all were the kind of taxes we pay as citizens?

A: property tax, entertainment tax, income tax, tax on hotels or shops etc.

Note to the teacher: Take 2-3 responses from students, and then move on.

- Great! So, after collecting all the tax, the government has allotted the municipal corporation of City Class 6 -- 10,000 INR as their budget for keeping the city clean and safe. This number is very small compared to the actual budgets of the Municipal Corporation, which can run into thousands of crores of rupees.
- For example, the budget of Bengaluru's Municipal Corporation (BBMP) in the year 2018-19 was around Rs.9500 crore. However, let's use 10,000 INR for now for the sake of simplicity.

- Now all three ward councillors, sit together with other residents of your ward, and all 3 wards take 10 minutes to decide what is most important for your ward and what problem your ward councillor should focus on, so he or she can represent your voices during the Ward Councillor's decision-making meeting.

Note to the teacher: After 10 minutes are over, and the three groups have decided what to focus on, ask the Ward Councillors to form a separate group and sit together.

Step 4: Ward Councillors meeting

- Ok, now the three Ward Councillors will represent the needs, demands and problems of their wards. Remember the total budget remains the same = 10,000 INR, but it can be divided in different ways depending on the needs of the different wards in the city.
- The Ward Councillors also try and ensure that demands from their wards are placed before the entire council.
- All the other wards - 1,2 & 3 - also sit together and brainstorm the best way to divide this budget. Remember everybody in the city has the same and equal rights to living in a clean and safe environment.
- Also note, very importantly, we are not deciding how much to spend on what services, so we don't need to know how much what would cost. We are just deciding what portion of the total should be allocated to Ward 1, 2 and 3.

Note to the teacher: Allow the three councillors to sit on the side and take 10 minutes to decide how to use this budget. The teacher will also sit with the Ward Councillors. They can be called in the front of the class to have this discussion so that the rest of the class can observe this discussion, instead of getting the wards to discuss.



Step 5: Budget allocation and getting to work!

Note to the teacher: Once the Ward Councillors meeting is over. Ask the 3 councillors to come in front of the class and share what they decided and why. With a show of hands, ask the class how many agree with the budget allocation, how many do not, and how many are neutral.

Ok, the budget is now decided.

Ward 1 gets ____ INR to spend on ____

Ward 2 gets ____ INR to spend on ____

Ward 3 gets ____ INR to spend on ____

(Fill in the blanks, as decided by the Ward Councillors)

Debrief

- Ask students- how many of you agree with the budget and why? Take a few responses.
- Ask students- how many of you are not satisfied with the way the budget has been allocated? Further ask them their reasons.
- Further conclude with the following thoughts:
 - Every individual or group will perceive problems differently
 - Municipal Corporations/ Government always have many issues complex issues at hand and they prioritize some problems over others based on need, the number of people affected by it and the urgency
 - While, government tries it best to focus on issues that needs immediate attention, the Ward Councillor plays a key role in representing the issues faced by the citizens
- Once it is decided what works will be done, the Municipal Corporation may hire further hire private contractors to do the job for them. This is called **Subcontracting**. This means the job that was earlier to be done by the government will now be done by private contractors. These contract workers often get paid less and have temporary jobs. This is often seen in the case of garbage collectors for example.
- In the next session, we will learn how we as citizens can engage with our Municipal Corporation to make our city better.

Section III – Assessment

True or False:

- If we do not pay our taxes, government will not have enough money to provide essential services.
- All wards get equal money allocated to them.
- The Councillors finally decide how much money gets allocated to their ward.
- All cities have the same number of wards

Answer key:

- If we do not pay our taxes, government will not have enough money to provide essential services. (True)

- All wards get equal money allocated to them. (False)
- The Councillors finally decide how much money gets allocated to their ward. (False)
- All cities have the same number of wards (False)

Section IV: Closure

Summary by students

Note to the teacher: Thank the class for actively engaging in the activity. Select a student at random to summarize the key points of the session and why this session is important.

Recap by the teacher

Time: 5 minutes

- The Municipal Corporation needs money for to provide services like keeping cities clean, taking care of water supply, street lights, maintaining parks and gardens etc.
- This money 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.
- The councillors represent the interests of their ward and debate where the money should be allocated. Allocation of budget to different wards depends on the urgency and importance of the issues faced by each ward.

Section V – Additional resources

For Teachers:

1. Reading: Handbook for Councillors in Delhi

This is a guide to aid Councillors in Delhi to effectively discharge their duties.

Link: [Handbook by Praja](#)

2. Reading: Municipal Budgets in India

Link: [ink: Open Budgets India](#)

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