



## Teacher's Guide

Urban Administration

Period 1

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 (1/3)

### Period 1

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?

##### Lesson Objectives

In this lesson, students will,

- Understand the need of a local government in urban areas.
- Understand working and the structure of the local government in urban areas.

##### Learning outcomes

Students will:

- Have knowledge of the issues taken care of by the local government in urban areas.
- Be able to identify the appropriate agencies/authorities to engage with to address civic issues in their neighbourhood.



##### Key Terms:

Municipal Corporation	Ward	Councillor Committees	74 <sup>th</sup> Amendment
Municipal Council	Ward Councillor	Administrative Staff	

## Section II: How are we going to learn

### Opening Session

Time: 5 min

Note to the teacher: This activity is aimed at getting students to understand the need for an entity to look after day-to-day concerns of people who live in cities. Begin with a prompt.

- “Ok class, I have a task for you! There’s a problem I hope you can help me solve. Yesterday, three kids were playing outside my house. They had a huge ball, and they were throwing the ball at each other and catching it. One of them missed the catch, and the ball hit a community garbage bin on the side of the road and all the garbage fell outside my house creating a huge mess!
- What do you think I should do? Is there anyone I can contact for help?”
- Take 3-4 responses from the class.
- Then say, “thank you for all your help! You know this can happen with anyone, anywhere, and not everyone has your class to help them. So today, let’s understand who takes care of things like garbage, water and sanitation and other civic issues in our cities and towns.

### Urban Administration: Who looks after urban areas like towns and cities?

Time: 15 mins

#### Facilitation Notes:

- In the previous chapters we learned 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 something called the **74<sup>th</sup> 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. For example, lakes are very polluted in Bengaluru, Mumbai must deal with torrential rains every year and Delhi must deal with the problem of air pollution. Since their problems are unique, they cannot be dealt by the central or 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 and the two will have different issues.
- The local government operates at the level closest to the people 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. Smaller towns have similar body by the name **Municipal Council**. The areas which are transitioning between rural to urban areas have **Nagar Panchayats**.
- The Municipal Corporation or Council has many duties and responsibilities such as:
  - Maintenance of the street lights
  - Garbage collection
  - Making sure the streets and markets are clean
  - Running municipal schools, dispensaries and hospitals
  - Taking care of the water supply
  - Ensuring diseases don't spread in the areas

Note to the teacher: Distribute the following worksheet to students:

Now that we know a little bit about urban administration, let's guess for which of these instances would you contact your local municipal corporation for help?

Circle or underline the right answer:

**Urban Administration Worksheet**

Name:

Class:

Making a driving license	There are no street lights outside my house	The plants in your neighbourhood park need tending	You need a new bank account
You have a flat tyre	You are not able to view your favourite tv channels on your television	Roads are not being cleaned	Your phone lines are down
Danger of malaria spreading because of stored water on the streets	Booking movie tickets	File a missing persons Report	There is a water shortage in your neighbourhood
Passport Renewal	Help with a fused bulb on the street light	You are running a high fever	Your car is stolen
Garbage has not been picked up from your neighbourhood trash bin	You need to book train tickets to another city	Currency exchange	The drains in the local market are clogged after the rains

The correct answers to this sheet are underlined below:

Making a driving license

There are no street lights  
outside my house

The plants in your  
neighbourhood park need  
tending

You need a  
new bank account

You have a flat tyre

You are not able to view  
your favourite tv channels  
on your television

Roads are not being cleaned

Your phone lines are down

Danger of malaria spreading  
because of stored water on the  
streets

Booking movie tickets

File a missing person  
Report

There is a water shortage in your  
neighbourhood

Passport  
Renewal

Help with a fused bulb on  
the street light

You are running a high fever

Your car is stolen

Garbage has not been picked up  
from your neighbourhood trash  
bin

You need to book train  
tickets to another city

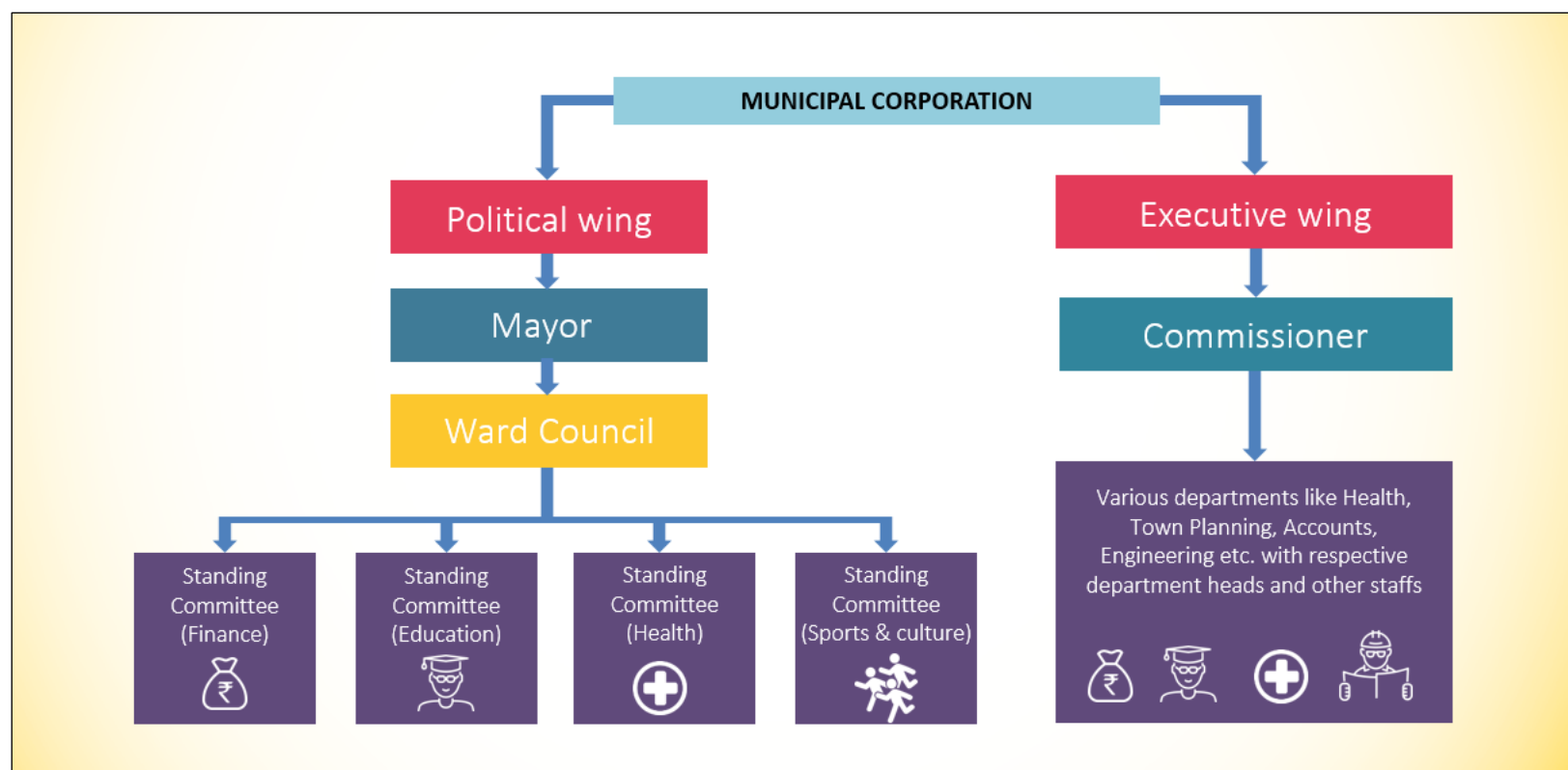
Currency exchange

The drains in the local market are clogged  
after the rains

## Structure of the Municipal Corporation

Time: 20 mins

Note to the teacher: Draw the flowchart below on the blackboard for students to understand the structure of the organisation. 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.



Source: Janaagraha Tata Class Edge PPT\_23<sup>rd</sup> Aug 2017

Now let's understand the structure of this organisation called the Municipal Corporation:

- So, every city or town has a Municipal Corporation, while small towns have Municipal Councils
- This system bifurcates the Municipal Corporation under to 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.
- The city is divided into **Wards** and one **Councillor** is elected from each ward. They all make up the Ward Council. The head of the Ward Council is the Mayor, who is one of the councillors chosen by all other Councillors through voting. They all together make up the political wing of the municipal government.
- The ward councillors form separate **committees** for health, education, finance, water, etc.
- 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) will implement all their decisions, and get the work done.

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### Section III: Assessment

**10 mins**

**Verbal Quiz:**

Q: Can you give four examples of committees that may be formed by the Ward Councillors (Ask four separate students to name on committee each)

A: (i) Garbage collection, (ii) street lights, (iii) gardens, (iv) sanitation - to keep streets clean

(v) water supply



Q: Who gets elected to the Municipal Corporation and who all is appointed?

A: Ward Councillors are elected, whereas the Commissioners and Administrative Staff are appointed.

**Home Assignment (This can also be done in the computer class if internet is available):**

Go to the website of the municipal corporation of your city. Fill out the following worksheet about your city:

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 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**

Summary by students

Note to the teacher: 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

1. The urban administration system takes care of governance of towns and cities. All the larger urban areas have an organisation called the **Municipal Corporation** that helps them run and function. Smaller towns have similar offices by the name **Municipalities**.

2. Under this system, the city is divided into **Wards** and different **Ward Councillors** are **elected**. The head of the Ward Council is Mayor.

The entire city has ward councillors who form separate **committees** for health, education, finance, water, etc.

3. While the committee takes all the decisions, the **Commissioners** and **Administrative staff** are responsible to implement all their decisions, and get the work done.

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### **Section V: Field Visit**

**Note:** To plan a field visit in your city, contact the local ward office closest to your school. Let them know in advance that your students will be visiting one of the days. The objective of the field trip is to get students to observe what services do citizens access at their ward offices.

**Ideal visit Time:** 1- 2 hours

Visit the local ward office in your area and observe the different service counters to see the different departments under a municipal corporation. Interview an officer at this office and ask them the following questions:

- What services/issues are they responsible for?
  - How many people come to the ward office every day?
  - What is the most frequently desired service by the citizens?
  - Can people access these services online?
  - What are the challenges faced by them in delivering services to citizens?
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### **Section VI: Additional Resources**

**Resources for students:**

1. Reading: Pune tops in urban governance across 23 Indian cities

Link: [Hindustan Times](#)

2. Video: Municipal Corporation in Delhi explained

Link: [Municipal Corporation in Delhi explained](#)

3. Website: [Bangalore Municipal Corporation](#)

#### **Resources for teachers:**

1. Reading: Background on 74<sup>th</sup> Amendment Act 1992

This reading gives a background of the 74<sup>th</sup> Amendment Act and the powers of urban governance bodies in India as per the Act.

Link: [Ministry of Housing and Urban Affairs, GoI](#)

2. Reading: Civic bodies and issues in Bengaluru

Report on why Bengaluru is the worst Indian city in urban governance

Link: [News Minute](#)

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