

Training Module

On

**Overview of Urban Governance for Elected
Representatives**

&

**Presidents, Vice Presidents Standing
Committee Chairpersons and Councillors**

**State Institute for Urban Development
Administrative Training Institute Campus
Lalitha Mahal Road, Mysore.**

Day 1
Module I

Session I	
Content	Introduction, Orientation about course, objectives and Icebreaking session Vision and Mindset
Sub content	<ul style="list-style-type: none"> ❖ What is our vision for our ULB, How do we include women. ❖ Why we have been elected? ❖ Why women and weaker section included?
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Explain vision for urban local bodies and role of elected representatives
Process	<p>Course Coordinator welcomes the trainees, introduces himself/herself. Requests participants to introduce themselves. This can be done by dividing the participants into groups, two participants in a group. To give five minutes time for them to know each other, later request them to introduce each other. In this introduction, the participants are encouraged to get to know name, employment, education, work experience, hobbies. (The trainer is encouraged to conduct any other Ice Breaking Exercise). The training coordinator to conduct brain storming session and list the expectations from this training programme. By way of power point presentation or by using the flip charts, the coordinator speaks about the objective of the programme, the way in which the programme is scheduled.</p>
Method	Brain storming session
Session timing	One hour
Resource Person	The Course Coordinator

Session II & III	
Content	Evolution and growth of ULB's, and Constitution of ULB's
Sub content	<ul style="list-style-type: none"> • History of ULB's, significance of Constitution • 74th Amendments, Types/categories of ULB's • Salient features of Constitution, Tenets of 74th CA, • 12th schedule, Ward Sabha and Ward Committees • Reservations and term of the body. Difference between governance and administration
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Explain Evolution, growth of ULB's, Constitution of ULB's and Salient features of 74th Amendments.
Process	<p>The resource person before to starts his presentation, the first, he will ask the participants to share their experience about municipality functions. And then he will makes presentation on 74th CAA, functions of municipality, obligatory functions, roles and responsibilities of municipal council, roles and responsibilities of municipal officers to implement the municipal functions. At the end of the session he also explains the participant's questions then he concludes the session.</p>
Method	Lecture with power point presentation and experience sharing
Session timing	Two hours
Resource Person	Urban expert/ Municipal Commissioner

Session IV	
Content	Organizational setup and duties and responsibilities of functionaries of ULB's
Sub content	<ul style="list-style-type: none"> • Organizational chart • Job charts • Staffing pattern

	<ul style="list-style-type: none"> • Duties and responsibilities All Officers and employees of ULB's
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ List out the roles and responsibilities of officers ❖ Explain the roles of Chief Officers/ Commissioners and other executive powers
Process	<p>The resource person before to start his presentation asks the participants to share their experience about roles, powers, functions and responsibilities of ULBs functionaries. And then he will make presentation on role of council and powers, president and vice president roles, elected representatives roles, role of chief officers/ commissioners, and other executive powers. At the end of the session he also explains the participant's questions then he concludes the session.</p>
Method	Lecture with power point presentation and experience sharing
Session timing	One hour
Resource Person	Urban expert/ Municipal Commissioner

Session V & VI	
Content	Ethics, Morality, Time Management, Stress Management and Communication Skill
Sub content	<ul style="list-style-type: none"> • Personal and Professional Relationship • Coordination between Councillors and Executives • Team Building.
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Describe the time management techniques ❖ List out the types of stress ❖ Describe the motivation factors and tools to motivate self & others, ❖ Explain the stress controlling measures through change of

	attitude, physical exercise and yoga
Process	The resource person will make power point presentation on introduction of motivation, motivation techniques, best motivator examples, film show on motivation, time management, stress management, time management techniques, types of stress, stress controlling methods, attitude, physical exercise and yoga for controlling stress, film show and case studies on time management and stress management. He also explains the best examples of time management and stress management. At the end of the session, he will answers to the participant's questions and then concludes the session.
Method	Lecture with power point presentation, short film show and experience sharing
Session timing	Two hours
Resource person	HRD Specialist

**Day 2
Module II**

Session I & II	
Content	Council Meeting Conduct of meetings
Sub content	<ul style="list-style-type: none"> • Types of Meeting, (General meeting, Ordinary Special) (Notice, recording attendance and proceedings Agenda, quorum, Resolution,) • Sec.72 of KMC 78,79,297,306,308,309 KMA Meeting Ethics.
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Explain varies types of meetings, agenda and its procedure ❖ List out the duties and responsibilities of presidents, vice president and members
Process	The resource person, before to start his presentation, asks the participants to share their experience about meetings, procedures, agenda, decisions etc. Then he will make systematic

	presentation on municipality meetings, various meetings, procedures, agenda preparations, and documentation. He also explains duties and responsibilities of members, president and vice presidents. At the end of the session resource person will answers to all participants' questions and then conclude the session.
Method	Lecture with power point presentation, short film show, role play and experience sharing
Session timing	Two hours
Resource Person	Urban Expert/ Municipal Commissioner/ Ex President of Municipality

Session III	
Content	Gender sensitization
Sub content	<ul style="list-style-type: none"> • Concept and Types of Gender • Constitutional Provisions • Constitutional support • Rights to Property • Women Rights, • Reservation in Government Schemes
Session Objectives	At the end of the session participants will be able to ❖ Describe the concept and types of gender and constitutional provisions
Process	The resource persons will makes power point presentation on concept of gender, types of gender, constitutional provisions and support for gender discrimination, rights to property, women rights and reservation in government schemes
Method	Lecture with power point presentation, short film show and experience sharing
Session	One hour

timing	
Resource Person	Women activist, Prof from women studies

Session IV	
Content	Duties, Roles, Powers and Responsibility of Elected Representatives of ULB's
Sub content	<ul style="list-style-type: none"> • Function and Powers • Limitations • Disqualification, (Anti Defection Act) • General Disqualification Rules 1981.
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ List out council roles and powers ❖ Describe the roles and responsibilities of President, Vice President and Elected Representatives ❖ Explain role of Chief Officers/ Commissioners and other executive powers
Process	The resource person before to start his presentation, ask the participants to share their experience about roles and responsibility. And then he will make presentation on role of council and powers, president and vice president roles, elected representatives roles, role of chief officers/ commissioners, and other executive powers. At the end of the session he also explains the participant's questions then he concludes the session.
Method	Lecture & experience sharing
Session timing	One hour
Resource Person	Ex Municipal President

Session V & VI	
Content	Municipal Finance, Budget and Audit Resource Mobilization and Financial Powers
Sub content	<ul style="list-style-type: none"> • SFC, Sources and Types of Funds, • Own tax, Non tax, Grants by rights and Grant by discretion, • Loan, GoI, World Bank, ADB, Bonds. • Preparation of Budget, Evaluation, • Audit of account • Compliance report for audit observation • Powers of Expenditure, Limitation of power of contract • To the ULB's of different types. • Municipal Assets Management • Identification and Optimum utilization of assets
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ List out the various tax sources to ULBs ❖ Explain Innovative methods of taxes
Process	<p>The resource person before to start his presentation asks the participants to tell about the municipal taxation. Then he will make presentation on self assessment of property tax collection, methods of calculation, trade license, advertisement tax, betterment fee, user charges-park, toilets etc. He has also explains various innovative methods and some cases of taxes in ULBs within the sates and outside the state and also efficient management of local resources. At the end of session he will answer to the participant's questions and then concludes the session.</p>
Method	Lecture and Experience Sharing
Session timing	Two hours
Resource Person	Urban Financial Expert/ Financial Management

Day-3
Module III

Session I & II	
Content	Schemes and Programmes Schemes of GoI, GOK and ULB, External aided projects
Sub content	<ul style="list-style-type: none"> • Urban Poverty Reduction SJSRY, 22.75%, 7.25%, 3% and 1%. • Housing Schemes • RAY, street vendors, night shelters, • Lake development and water conservation, • UIDSSMT, • Nagarothan • JnNURM and others
Session Objectives	At the end of the session participants will be able to <ul style="list-style-type: none"> ❖ List out the programmes of urban local bodies ❖ Describe advantages of the programmes
Process	The resource person before to start his presentation he will asks the participants to tell about programmes in ULBs, this is to test their knowledge about the programmes in ULBs. And then he will make presentation on 22.75 SC/ST programmes, 7.25 Other Backward Class programme, housing programs, low cost sanitation, Rajiv Gandhi housing, Ashraya and Other Schemes. He has also explained advantages and uses of the programmes and best examples regarding hosing and other projects. He also emphasized on low cost sanitation and slum less cities advantages. Finally he will answers to the participants questions and then concludes the session.
Method	Lecture and Experience Sharing
Session timing	Two hours
Resource Person	Joint Director (Development) DMA/ Course Coordinator

Session III & IV	
Content	Accountability and Transparency Enactments, Social Responsibility
Sub content	<ul style="list-style-type: none"> • RTI • KTPP • Public disclosure Act • Sakala • Citizen Charter • Sec 76,78,79, 297,306,308,368,369 of KMA, IPC sec 21 and 161
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Explain Karnataka Transparency Public Procurement Act's process and procedures ❖ Explain Anti Corruption and Anti Collusion Act features and guidelines. ❖ Describe Public Disclosure law, Anti Corruption and Anti Collusion Act
Process	The resource person will make power point presentation on Transparency Public Procurement Act's process and procedures, Anti Corruption, Anti Collusion Act, Public Disclosure law, Anti Corruption and Anti Collusion Act. He also explains the best cases and case studies related to public procurement. Finally, he will answer to the participant's questions and then conclude the session.
Method	Lecture and Experience Sharing
Session timing	Two hours
Resource Person	Financial Management / Urban Civil Engineer

Session V	
Content	Reforms and e- governance
Sub content	<ul style="list-style-type: none"> • KMRP, Website, • PGR,B&D, • FBAS, GIS, • e-tender, • e-payment.
Session Objectives	<p>At the end of the session participants will be able to</p> <ul style="list-style-type: none"> ❖ Explain various urban reforms initiatives in urban local bodies ❖ Describe the GIS and MIS technology advantages to ULBs
Process	<p>The resource person will make power point presentation on introduction about urban reforms, governance of municipal properties, application of GIS and MIS technology, advantages of GIS and MIS, other reforms of ULBs like computerization and accounting reforms. He also explains the best case studies on urban reforms in other states and in Karnataka. At the end of the session, he will answers to the participant's questions and then concludes the session.</p>
Method	Lecture through PPTs, Demonstration
Session timing	One hour
Resource Person	Municipal Reform Cell

Session VI	
Content	Preparation of City and Ward Plan Town Plan, Multi Year Plan
Sub content	<ul style="list-style-type: none"> • Town Plan • Within ward

	<ul style="list-style-type: none"> • Multi ward
Session Objectives	<ul style="list-style-type: none"> ❖ At the end of the session participants will be able to ❖ Explain the Karnataka State Town and Country Planning Act rules and regulations ❖ Describe the Functions of Town Planning Department ❖ Explain Urban mapping techniques, standard symbols and digitization techniques ❖ GIS and remote sensing in urban planning
Process	<p>The resource person will make power point presentation on introduction of town planning, Karnataka State Town and Country Planning Act rules and regulations, role of town planning department, Physical planning process, Regional and metropolitan planning regions, Urban mapping techniques, standard symbols and digitization techniques GIS and remote sensing in urban planning. He shared the best city/ town planning examples with the participants. At the end of the session, he will answers to the participant's questions and then concludes the session.</p>
Method	Lecture through PPTs, Demonstration
Session timing	One hour
Resource Person	Urban Planner
