

Certificate in Risk and Insurance Management

Course Layout

[The Courses will be of 20 credits. Each credit will have 15 hours of workload out of which 08 credits should necessarily be assigned to Field Work/Project Work/ Training.]

Paper I: -C-1: Elements of Risk Management (6 Credits)

- Unit I :** Introduction to Risk: Concept and Definition of Risk- Classification of Risk- Risk and Human Behavior- Attitude towards risk- Human Response to Risk.
- Unit II :** Risk Management Essentials: Nature of Risk Management- Development of Risk Management- Risk Management Process- Statement of Objectives- Identification of Risks- Evaluation of Risks/ Exposures- Consideration and Selection of Risk Management Techniques- Implementation of the Decision- Evaluation and Review.
- Unit III :** Measurement of Risk: A Framework for Potential Risk Identification- Hazard and Loss Analysis- Risk Evaluation- Direct and Indirect Losses- Hidden Costs of Accidents- Risk Profiling- Risk Assessment and Quantitative Methods- Budget Setting- Estimation of Future Effects- Claim Estimation- Accuracy of Estimates.
- Unit IV :** Loss Exposure: Risk and Exposure to Losses- Personal Loss Exposures- Direct Exposures of Organizations- Property Exposures- Liability Exposures- Integrated Risk Exposures.
- Unit V :** Risk Management: Risk Control- Risk Control and Risk Assessment- Risk Control and Risk Financing- Risk Control and Speculative Risks- Risk Control Tools and Techniques- Risk Avoidance- Loss Control- Prevention of Loss- Risk Transfer- Risk Financing Methods- Contemporaneous Risk Financing- Prospective Risk Financing- Retrospective Risk Financing- Risk Retention- Risk Transfer- Choice between Retention and Transfer- Legal, Economic and Public Policy Limitations- Value of Risk Management- Enterprise- Wide Risk Management.

Paper II: -C-2: Fundamentals of Insurance (6 Credits)

- Unit I : Introduction to Insurance:** Definition- Nature of Insurance- Insurable Loss Exposures- Benefits of Costs and Insurance- Social and Economic Benefits- Social Costs of Insurance- Benefits- Cost Tradeoff- Social Insurance.
- Unit II : Principles of Insurance:** Principle of Indemnity- Principle of Insurable Interest- Principle of Subrogation- Principle of Utmost Good Faith- Principle of Mitigation of Loss-Proximate Cause.
- Unit III : Insurance Industry:** Field of Insurance Products- Functions of Insurers- Processes- Types of Insurance Organization/ Players- Professions in Risk and Insurance Management.
- Unit IV : Insurance Market:** Economic Theory- Supply and Demand- Historical Problems- The Insurance Consumer- Channels of Distribution in Insurance- Consumer Protection- Globalization of Insurance Industry.
- Unit V : Insurance as Risk Management Technique:** Declaration- Insurance Agreement- Exclusions- Common Policy Conditions- Definitions- Basis of Recovery- Clauses Limiting amount Payable.

Paper III —C-3: Field Work/ Project Work/ Training (08 Credits)

1. All the students shall be required to undergo any one of the following:
 - (I) **Field Work**
 - (II) **Project Work**
 - (III) **Training**
2. All these compulsory activities will be conducted with the approval of the Principal/Course Coordinator. The student shall be required to submit comprehensive Field Work, Project Work or Training Report to the Coordinator of the course. It will be followed by Viva-Voce.

Diploma in Risk and Insurance Management

Course Layout

[The Course will be of 40 credits (20 credits earned during Certificate Course and 20 Credits earned during Diploma Course). Each credit will have 15 hours workload out of these 08 credits should necessarily be assigned to Field Work/Project Work/ Training.]

Paper I —D-1: Life Insurance Management (6 Credits)

- Unit I : **Introduction:** Nature and Importance of Life Insurance, Principles of Life Insurance, Classification of Life Policies, Payment of Premium, Participation in Profits, Lives covered and payment of Policy Amount; Factors Influencing Selection of Best Policy, An Overview of Important Policies of LIC and Private Insurance.
- Unit II : **Documentation of Life Insurance Policy:** Procedure of Life Insurance, Contents of Proposal Form, First Premium Receipt, Other Related Documents, The Policy and Renewal Premium Receipt.
- Unit III : **Policy Conditions:** Commencement of Risk, Proof of Age, Alterations in Policies, Ante Dating Policy, Days of Grace, Indisputable Clause, Exclusion, Loans, Suicide, Double Accident Benefit, Extended Disability Benefit, Lapse of Policies, Revival of Lapsed Policies, Non Forfeiture, Provision- Calculation of Surrender Value, Reduced Paid Insurance, Issue of Duplicate Policy.
- Unit IV : **Nomination, Assignment and Claim Settlement :** Provisions Relating to Nomination and Assignment of Life Insurance Policies, Nomination Vs Assignment, Settlement of Claims- Types of Claims and Its Procedure of Payment, Settlement Options, Reasons for Delay in Claims Settlement, Claim Concessions, Ex- Gratia Claim Payment, An Overview of Important Forms used in Nomination, Assignment and Claim Settlement.
- Unit V : **Premium, Valuation and Surplus:** Elements of Premium, Calculation of Net Premium and Gross Premium, Steps Involved in calculation of Premium, Mortality Table; Valuation- Objectives, Methods and Bases; Surplus- Sources and Treatment of Surplus, Difference between Surplus and Profits; Bonus- Methods of Distribution of Bonus, Classification of Bonus, Bonus Options.

Paper II – D-2-: Fire, Marine and Social Insurance (6 Credits)

- Unit-I : Fire & Consequential Loss:** History of Fire Insurance, Need, Purpose & Functions of Fire Insurance, Application of basic principles, Subject matter of fire insurance, Introduction to All India Fire Tariff, Classification of Risks, Building Rules, FEA Rules/ Discount, Low-Claim Discount, Categorization of Hazardous Goods, Hazards of Specitic Trades and Industries.
- Unit-II : Fire & Special Peril Policy:** Scope : In built Causes/Perils; Add on Covers, Exclusions: Property, Causes and Perils, Conditions, Special Policies and Clauses, IAR Policy : Scope Rating & other aspects, Warranties and their importance, Underwriting Aspects and applications, Rating of Fire Risks (Industrial & Nonindustrial), Rating of Add on Perils, Fixing of Sum Insured for various Subject Matters, Practice of Fire Insurance : Procedural Aspects (including overseas practices), Policy Drafting, Pre inspection of Risks, Co-insurance practices, Acceptance Limits, Consequential – loss (Fire) insurance, Claims
- Unit-III : Marine Insurance:** General Background, Principles of Trade/Commerce Applicable in Marine, Cargo Insurance, Application of Fundamental Principles to Marine Insurance, Types of Insurance Documents, Types of Policy, Underwriting Considerations & Rating, Types of Losses & Measure of Profits, Claims, Cargo Loss Prevention, Containerisation, Multi-Modal Transport, ICDS etc.
- Unit-IV : Group Insurance:** Group Life Insurance Schemes, Rate making in Group Insurance, Gratuity Schemes and its objectives, Employees Recognized Provident Fund, Social Security Schemes, Taxation Treatment Provisions for Group Insurance Benefits.
- Unit-V : Rural Insurance:** Agriculture (Crop Insurance) and Weather Insurance, Agricultural Pump set Insurance, Insurance of Cattle, Insurance of Poultry and Ducks, Live stock Insurance, Insurance of micro animals, Janata Personal Accident & Gramin Accident Insurance, Horticulture and Plantation Insurance, Farmer's Package (Kisan Package) Insurance, Aquaculture (Shrimp & Prawn) Insurance, Re-insurance of Agriculture Risks.

Part III – D-3: Field Work/Project Work/Training (08 Credits)

All the students shall be required to undergo any one of the following:

- (I) **Field Work**
- (II) **Project Work**
- (III) **Training**

All these compulsory activities will be conducted with the approval of the Principal/Course Coordinator. The student shall be required to submit comprehensive Field Work, Project Work or Training Report to the Coordinator of the course. It will be followed by **Viva-Voce**.

Advanced Diploma in Risk and Insurance Management

Course Layout

[The Course will be of 60 credits (40 credits earned together during Certificate and Diploma Courses). Each credit will have 15 hours of workload. Out of this 8 credits should necessarily be assigned to Field Work/Project Work/Training.]

Paper I: AD-I: Insurance Legislation in India (6 Credits)

- Unit I :** Introduction: A Brief History of Insurance Legislation in India; Indian Contract Act, 1872- Meaning of Contract, Classification of Contracts, Essentials of a Valid Contract, Discharge of a Contract, Contract of Agency; Negotiable Instruments Act, 1881- Types of Negotiable Instruments, Payment in Due Course, Holder and Holder in Due Course; Cheque- Meaning, Crossing and Endorsement, Material Alteration, Dishonor of a Cheque, Paying Vs Collecting Banker, Liabilities of Various Parties; Public Liability Insurance Act, 1991- Salient Features.
- Unit II :** Insurance Act, 1938 & E. S. I. Act, 1948 Etc.: Insurance Act, 1938- Scope, Registration, Accounts and Returns, Investments, Prohibition of Rebates, Licensing of Agents and Surveyors, Advance Payment of Premium, Duties and Powers of Controller of Insurance; Employees State Insurance Act, 1948- Applicability, Administration of the Scheme, Employees State Insurance Fund, Benefits, Adjudication of Disputes and Claims; Multi- Model Transport Act, 1993- Salient Features only; The Concept of Ombudsman.
- Unit III :** LIC Act, 1956 & G. I. B. (N) Act, 1972 Etc.: Life Insurance Act, 1956- Constitution, Functions and Management of Corporation, Finance, Accounts and Audit, Valuation; General Insurance Business (Nationalisation) Act, 1972- Salient Features, Functions of GIC and acquiring Companies and their management; Motor Vehicle Act 1939 and Motor Vehicle Act, 1988- Salient Features only.
- Unit IV :** Marine Insurance Act, 1963 & I. T. Act 2000 Etc.: Marine Insurance Act, 1963- Insurable Interest, Insurable Value, Disclosure and Representation, the Policy, Double Insurance, Warranties, Assignment of Policy, Loss and Abandonment, Rights of Insurer on Payment, Return of Premium. Information Technology Act, 2000- Scope, Digital Signature, Electronic Records, Duties of Subscribers, Offences and Penalties. Merchant Shipping Act, 1958- Important Provisions
- Unit V :** IRDA Act, 1999 etc.: Insurance Regulatory and Development Authority Act, 1999- Establishment and Incorporation of IRDA; Duties, Powers and Functions of IRDA; An Elementary Outline of - Insurance Regulatory and Development Authority (Protection of Policy - Holder's Interest) Regulations, 2002; Insurance Regulatory and Development Authority (Appointed Actuary) Regulations, 2000 & Insurance Regulatory and Development Authority (Licensing of Insurance Agents) Regulations, 2000; General Insurance- Important Provisions of- Reinsurance Regulations, 2000; The Insurance Regulatory and Development Authority (Licensing of Corporate Agents) Regulations, 2002; Insurance Regulatory and Development Authority (Obligations of Insurers to Rural Social Sectors) Regulations, 2002 and Insurance Regulatory and Development Authority (Insurance Brokers) Regulations, 2002.

Paper II —AD-2: Insurance Company Management (6 Credits)

- Unit I :** **Accounting and Control in Insurance Companies:** Structure and Analysis of Insurance Accounting, European Directive on Financial Statements for Insurance Companies, IAS and IFRS in the Insurance Sector, Performance Ratios for Insurance Companies, Principles and Tools for control in Insurance Companies, Insurance Company Controlling: Key Indicators
- Unit II :** **Firm Evaluation:** Firm Evaluation Models, Capital Structure and Effects on the Firm Value, Real Options, Insurance Company Evaluation Cases
- Unit III :** **Organisation Design & Human Resource Management:** Organizational Systems and Structures of Insurance Companies, Organization Analysis, Organization Design, Change Management - EIS Simulation, Strategic Human Resource Management, Recruiting, Evaluation Compensation and Careers
- Unit IV :** **Marketing in the Financial Services:** Services Marketing, Demand Analysis: Segmentation, Target and Positioning, Consumer Behavior, Customer Relationship Management Distributive Channels: E-insurance, Bancassurance, Agencies, Brokers, Rebranding
- Unit V :** **Strategic Management:** The Insurance Sector at the National and International Level, Analysis of Evolving Tendencies in the Financial/Insurance Sector, Analysis of Competitive Dynamics, Business Models in the Insurance Sector, SWOT and Scenario Analysis

Paper III —AD-3: Field Work/Project Work/Training (08 Credits)

1. All the students shall be required to undergo any one of the following:
 - (I) Field Work
 - (II) Project Work
 - (III) Training
2. All these compulsory activities will be conducted with the approval of the Principal/Course Coordinator. The student shall be required to submit comprehensive Field Work, Project Work or Training Report to the Coordinator of the course. It will be followed by Viva-Voce.