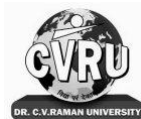


PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

POST GRADUATE DIPLOMA IN INSURANCE AND RISK MANAGEMENT (PGDIRM)

- **About University**
- **About Programme**
- **Scheme of Examination**
- **Detailed Syllabus & Reference Book**
- **Counseling and Study Structure**
- **Study Modules & Book Information**
- **Date Schedule & Instructions for Submitting Assignments**
- **Guideline For Preparation of Project Report**



DR. C.V.RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH

PHONE : 07753253851, 8827920016, 8827920019 FAX : 07753-253728

E-MAIL: cvrussd@gmail.com WEBSITE: www.cvru.ac.in

ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the “All India Society for Electronics and Computer Technology” (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian ‘Values and ethics’, commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today's one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 lakh students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TiE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other projects of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry
- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

RECOGNITIONS

- The University is recognized under Section 2(f) of the UGC Act.
- Joint Committee Approval of DEB(UGC/AICTE/DEB)
- Other recognitions include AICTE, NCTE, BCI and DEB
- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.
- Membership of the Association of Indian Universities (AIU)
- NAAC B+

THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Management
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers. With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University
- World Education Award
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.

- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.

About Programme

a) Programme's Mission & Objectives-

Mission Statement:

Dr.C.V. Raman University's Institute of Open & Distance Education focuses on providing quality education through distance learning, matching with the parameter of regular programme and producing capable business leaders who are prepared with the necessary management & research skills to make high-quality business decisions in either an entrepreneurial or staff capacity.

This program successfully aims at integrating the relevant knowledge base from finance, quantitative analysis and management domains to prepare the students for immediate absorption in the industry. It educates the student on legal, social and institutional environment related to the occurred losses, again a specialized and in-demand field of expertise. To make the curriculum industry-oriented, it includes education with latest trends and practices in the assessment and treatment aspects of risks taken by profit-seeking and non-profit organizations.

Objectives:

- To manage an insurance portfolio.
- To analyze issues involving loss of personal and company assets.
- To devise solutions to various Risk and Insurance management related problems.

b) Relevance of the program with University's Mission and Goals-

Dr.C.V.Raman University aims to provide high standard of liberal education to its students, catering to their intellectual growth, personality development & nurtures them to be responsible adults committed to high ethical standards through various courses offered from different fields like commerce& management, science, arts, etc in regular mode as well as Open & Distance Learning mode.

Post Graduate diploma in Insurance & Risk Management offered in Open & Distance Learning mode is one such course of greater significant which not only helps those individuals who cannot attend classes regularly, provides an opportunity to upgrade the knowledge, qualification & can attain growth in terms of intellectuality, professionally & personally in the field of insurance & risk.

c) Nature of prospective target group of learners-

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professional, Housewives, Students from rural area, Students who do not wish to prefer regular courses due to various reasons & Students who cannot afford costly regular courses are our target group learners.

d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence-

On completion of the programme, the students will have developed:

- Student in this program will take up expertise in courses like Principles and Practices of Insurance, Risk Management, Essential Skills for Brokers/Agents, Leadership Principles and Practices, and Professional Communications.
- Students will be able to analyze and apply complex liability policy and other miscellaneous liability overages using different scenarios and case studies.
- Graduates of this program will be prepared for careers as brokers/agents, risk managers, underwriters, loss adjusters or loss prevention inspectors. If you want to make a difference and build a future in a fast-paced, dynamic environment, join our Insurance and Risk Management program.

e) Expected Outcomes of Programme:

- To acquire techniques relevant to courses taught.
- To provide the practical exposure and knowledge acquiring skill.
- To create and develop the presentation skill in seminar/ conference.

f) PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which comprises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the learner support centre during specific sessions which are duly notified for the benefit of the learners.

- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.
- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.
- **Industrial Training/Practical/Project work:** Some programmes have industrial training/practical/ project component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.
- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.
- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

g) EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

(h)TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:

1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

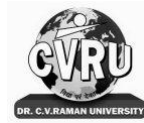
Students can also submit on-line examination form as per guidelines through website at www.cvrु.ac.in. Examination fee is required to be paid online payment gateway as per the fee table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director
Institute of Open and Distance Education (IODE)
Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753253851, 8827920016, 8827920019
Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753253872, 07753-253873, 8359050061

Email: cvrussd@gmail.com



POST GRADUATE DIPLOMA IN INSURANCE AND RISK MANAGEMENT (PGDIRM)

Duration : 12 Months

Eligibility : Graduate in any discipline

SCHEME OF EXAMINATION

| Course Code | Title of the Course | Credit | Total Marks | Theory | | Practical/Project Report | | Assignments/Project Viva voce | |
|---|---|--------|-------------|------------|------------|--------------------------|-----------|-------------------------------|-----------|
| | | | | Max. | Min. | Max. | Min. | Max. | Min. |
| Semester - I | | | | | | | | | |
| 1PGDIRM1 | Principles of Insurance and Practices of Life Insurance | 4 | 100 | 70 | 28 | - | - | 30 | 12 |
| 1PGDIRM2 | Practices of General Insurance | 4 | 100 | 70 | 28 | - | - | 30 | 12 |
| 1PGDIRM3 | Risk Management and Reinsurance | 4 | 100 | 70 | 28 | - | - | 30 | 12 |
| 1PGDIRM4 | Management of Insurance | 4 | 100 | 70 | 28 | - | - | 30 | 12 |
| Total aggregate required to pass | | | 400 | 280 | 112 | - | - | 120 | 48 |
| Semester - II | | | | | | | | | |
| 2PGDIRM1 | Legal Aspects of Insurance | 4 | 100 | 70 | 28 | - | - | 30 | 12 |
| 2PGDIRM2 | Marketing of Insurance Products | 5 | 100 | 70 | 28 | - | - | 30 | 12 |
| 2PGDIRM3 | Communicative English | 2 | 100 | 70 | 28 | - | - | 30 | 12 |
| 2PGDIRM4 | Project / On the Job Training | 5 | 100 | - | - | 70 | 28 | 30 | 12 |
| Total aggregate required to pass | | | 400 | 210 | 84 | 70 | 28 | 120 | 48 |

Evaluation Scheme-

1. 40% in each theory, practical, project, dissertation & internal assessment and also total Aggregate marks for passing is 40%.

2.Total Project Marks is 100 in which 70 marks for project report and 30 marks will be for project viva.



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- FIRST SEMESTER

PROGRAMME: PGDIRM

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE:1PGDIRM1,CREDIT:-4

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: PRINCIPLES OF INSURANCE AND PRACTICES OF LIFE INSURANCE

Insurance History of Insurance: Brief history of life insurance, concept of insurance, comparison of life assurance with other forms of insurance, advantage of life assurance, human life value concept (HLV).

Basic Concept of Risk and Risk Management: Speculative risk, pure risk, risk management, avoiding, controlling, accepting and transferring risk, insurable risk and its features, insurability of specific risks.

Basic Principles of Life Assurance: Economic principles, legal principles, actuarial principles, life insurance vis-à-vis other forms of savings.

Fundamental Principles of Insurance: (i) Principle of utmost good faith (ii) Principle of insurance interest (iii) Concept of reinsurance.

Elements in Computation of Assurance Premium: Mortality, interest, expenses level premium system, steps involved in calculation of premium.

Plans of Life Insurance: Need level, salient features of important plans (a) Term assurance plans (b) whole life plans (c) Endowment plans (d) Combination of whole life and endowment plans (e) Children's plans (f) Money back plans.

Application and Acceptance: Prospectus, proposal forms and other related documents, age proof, special reports, aspects of premium calculations, features of policy document, lapse, revivals and alteration, nomination, assignments loan's, paid up, surrenders and foreclosure, concept of life insurance claims, maturity and death-its management.

Practices of General Insurance Origin of General Insurance - Concepts • Basic Principles of Insurance • General Insurance Market • Types of Insurance • Insurance Forms • Underwriting and Rating Practices • Claims - Practice and Procedure



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- FIRST SEMESTER

PROGRAMME: PGDIRM

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE:IPGDIRM2,CREDIT:-4

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: PRACTICES OF GENERAL INSURANCE

Insurance Legislation : General Insurance Business (Nationalisation) Act 1972, The Insurance Act, 1938, Insurance Regulatory Authority, Motor Vehicles Act, 1939,– Exchange Control Regulations, Various Other Statistics, Consumer Protection Act 1986; **The Insurance Market :** Structure of General Insurance Corporation of India – The Subsidiary Companies – Insurance Agents – Development Staff – Insurance Intermediaries in Overseas Markets – Tariff Advisory Committee – Loss Prevention Associations of India Ltd.

Insurance Forms : Proposal Forms – Cover Notes, Certificate of Insurance, Policy Forms, Endorsements, Interpretation of Policies, Co-insurance, Renewal Notice.

Fire and Marine Coverages : Standard Policies, Specified Perils vs All Risks, Fire Insurance Coverage, Reinstatement Value Policies, Declaration Policy, Floating Policies, Building in Course of Erection, Consequential Loss (Fire Insurance), Marine Insurance Coverages, Hull Insurance, Marine (Cargo) Insurance, Types of Marine Policies; **Miscellaneous Coverages :** Motor Insurance, Third Party Insurance on Inland Vessels, Personal Accident Insurance, Medical Policies, Burglary Insurance, Legal Liability Insurance, Fidelity Guarantee Insurance, Other Classes of Miscellaneous Insurance, Aviation Insurance, Engineering Insurance, Non Traditional Classes, Rural Insurance, New Covers.

Specialised Insurance : Industrial All Risk Insurance, Project and Advance Loss of Profits Insurance, Oil and Gas Insurance, Satellite Insurance; **Rating – Premium :** Tariff rating, Market Agreement, Physical and Moral Hazard, Premium, Short Period Scales, Advance Payment of Premium, Relaxation; **Underwriting Practice :** Acceptance of New Business, New Business Procedure, Renewal Procedure, Reinsurance Practice, Risk Inspection, Risk Management, Indian Institute of Insurance and Risk Management (I.I.R.M.), Customer Service, Practice in the U.K., Practice in the USA.

Claims : Preliminary Procedure : Investigation and Assessment, Surveyors & Loss Assessors, Claims Documents, Arbitration, Limitation, Settlement, Loss Minimisation and Salvage, In House Settlement, Practice in U.K., Practice in USA; **Investment And Accounting :** Investment – Guidelines in Force on 31.3.1995 earlier to Malhotra Committee Recommendation, Accounting, Reserves for Outstanding Claims, Unexpired Risk Reserves, Other Reserves, General Ledger, The Trial Balance, Revenue Account, The Balance Sheet, Returns, Database on Computer.



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- FIRST SEMESTER

PROGRAMME: PGDIRM
COURSE CODE: 1PGDIRM3, CREDIT: -4
COURSE: RISK MANAGEMENT AND REINSURANCE

THEO. MAX. M: 70 MIN. M: 28
ASSIG. MAX. M: 30 MIN. M: 12

Introduction : Brief Historical Background, Function of Reinsurance Nature of Reinsurance; **Methods of Reinsurance :** Major Forms, Facultative and Treaty, Proportional – Surplus, Quota Share, Fac Obligatory, Non-proportional – Excess of Loss – Per Risk – Catastrophe Stop Los/Aggregate Excess of Loss; **Law relating to Reinsurance Contracts :** Fundamentals of Contract Law as Applicable to Reinsurance, Reinsurance Contract Wordings Reinsurance – Slip – Cover Note – Agreement.

Reinsurance – Special Factors : Property Reinsurance, Accident/Liability Reinsurance, Marine and Aviation Reinsurance, Basics of Life Reassurance; **Reinsurance Programme – Designing and Arranging :** Setting Retentions – General Considerations and Factors that Influence Retention, Determining Retentions for Various Classes of Business – property – Liability – Marine – Aviation, Programme Design – Analysis - Reinsurance Needs – Needs Based on Business Strategy – Financial Needs – Needs based on Management Style and Attitude – Construction of Reinsurance Programme, Negotiation – and Placement of Reinsurance – Direct Placement – Placement through Intermediaries – Advantages and Disadvantages of Direct Placement and Dealing through Intermediaries.

Reinsurance Clauses : Common Clauses, Certain Special Clauses.; **Reinsurance Accounting :** Special Nature of Reinsurance Accounts, Formats and Methods for Reinsurance Accounting, Taxation Aspects Exchange Control Regulations; **Reinsurance Markets :** Special Characteristics of Certain Important Markets Lloyd's, Reinsurance Exchange, Pools; **Reinsurance Financial Security :** Importance, Managing Reinsurer Security, Selecting Reinsurers, Establishing Criteria for Security Evaluation, Financial Strength Ratings, Major Rating Agencies.

Alternatives to Reinsurance : New Forms of Reinsurance, Finite Risk/Financial Reinsurance, Reinsurance Futures, Securitisation of Reinsurance Contracts, New Markets, Impact of Capatives and High Self Retention; **Inward Reinsurance Business :** Need for Inward Business, Objectives, Business Strategy, Retrocession Arrangements, Reciprocal Trading.

Processing Information for Reinsurance Decisions : Importance of Statistics in Reinsurance, Gathering and Analysis Statistics, Use of Communication and Information Technology, Organisation of Reinsurance Department; Risk and Uncertainty. The Scope Uncertainty, The Scope and Objectives of Risk Management, Risk Identification, Risk Evaluation, Risk Evaluation-2, Risk Avoidance, Reduction and Loss Control, Risk Financing, Risk Transfer and Insurance, Risk Retention & Conclusion.



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- FIRST SEMESTER

PROGRAMME: PGDIRM
COURSE CODE:IPGDIRM4,CREDIT:-4
COURSE: Management of Insurance

THEO. MAX. M: 70 MIN. M: 28
ASSIG. MAX.M: 30 MIN. M: 12

Definition and basic characteristics of insurance business. Requirements of an insurable risks, different types of risk, ways of managing risks. Benefits and costs of insurance to society. Principles of life insurance, principle of utmost good faith, insurable interest, principle of indemnity.

Meaning of ‘premium’, ‘bonus’, ‘surplus’ and ‘loading’ in life insurance. The use of probability and mortality tables for calculation of these, Actuarial valuation. The different kind of life insurance products and rational for the variations. Annuities, group insurances - its essential features.

Underwriting, classification of risks - physical, occupational and moral. Data for underwriting, assessing risk, non-medical underwriting, recent trends in underwriting. Procedure for settlement of claims - the risk and necessary safeguards. Linked policies or ULIP, main features, difference between traditional life insurance products and ULIPs, NAV, lock-in and charges.

Fundamental legal principles of insurance. Insurance Act 1938, LIC Act 1956, IRDA Act 1999, IRDA Regulations 2000/2002. Consumer Protection Act (COPA) 1986, Ombudsman, IRDA (Micro insurance) Regulations 2005. Recent trends in insurance sector in India.

Legal and Regulatory Aspects of Insurance Definition and Sources of Law Judicial Set-up in India Insurance as a Contract Doctrines of Insurance & their Legal Implications Insurance Act 1938-Important Provisions IRDA Act 1999—Composition, Power, Functions and Duties of IRDA, IRDA Regulations Relating to—Licensing of Insurance Agents, Registration of Insurance Companies, General Insurance Re-Insurance, Assets, Liabilities and Solvency Margins, Insurance Advertisements and Disclosure, Life Insurance Re-insurance, Investment Amendments, Insurance Surveyor’s & Loss Assessors, Third Party Administrators, Protecting of Policy Holders Interest, Licensing of Brokers. Other Important Legislations, Grievance Redressal Rules and Insurance Ombudsman, Consumer Protection Act 1986, Salient Provisions of Indian Stamp Act, Indian Limitation Act, Indian Evidence Act. General Insurance Business In India: The Legal Aspects



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- SECOND SEMESTER

PROGRAMME: PGDIRM

COURSE CODE: 2PGDIRM1, CREDIT:-4

COURSE: LEGAL ASPECTS OF INSURANCE

THEO. MAX. M: 70 MIN. M: 28

ASSIG. MAX.M: 30 MIN. M: 12

Principles of Law of Contract and Bailment, Insurance Contracts, Agency – Insurance Agents, Regulation of Insurance Business in India, Arbitration.

The Insurance Act 1938 : Registration, Deposit, Maintenance of Accounts, Investments, Minimum Business, Investigation Authority, Licensing of Agents, Licensing of Surveyors and Loss Assessors, Solvency Margin, Advance Payments of Premium

GIBNA - IRDA 1999 : Objective, Composition, Duties, Powers and Functions of the Authority; **Marine Insurance Act 1963** : The Carriage of Goods by Sea Act 1925, The Merchant Shipping Act 1958, The Bill of Lading Act 1855, The Indian Port Act 1963; **The Carriers Act 1865** : Indian Railways Act 1989, Indian Post Office Act 1898, Carriage by Air Act 1972, Multi Model Transportation Act; The Motor Vehicle Act 1988 : The Inland Steam Vessel's Act 1977; **Public Liability Insurance Act 1991**; **The Workmen's Compensation Act 1923**; **Sale of Goods Act**; **The Indian Stamp Act 1899**; **Exchange Control Regulations**.

Consumer Protection Act 1986 : Consumer Forum, Insurance Ombudsman, Right of Consumer, Redressal Forum; **Insurance Act 1938** : Aim & Effect, Defining Agents, Authority of Controller; **Life Insurance Corporation Act 1956** : Body Corporate and Composition, Duty and Obligations.

Income Tax Act : Tax Exemption on Maturity / Death Claim, Tax Exemption in Jeevan Suraksha Plan, Tax Exemption in Jeevan Aadhar Plan, Rebate in Respect of Contribution to PF Insurance Premiamente, Wealth Tax, Tax Exemption in Partnership Insurance, Tax Exemption in Employer Employee Scheme; **Married Women's Property Act 1924**; **Code of Conduct in Advertisement and Publicity Areas** : Objectives of the Code of Conduct, Role of Advertising Agency, Relevance to Insurance.



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- SECOND SEMESTER

PROGRAMME: PGDIRM
COURSE CODE: 2PGDIRM2, CREDIT: -5
COURSE: Marketing of Insurance Products

THEO. MAX. M: 70 MIN. M: 28
ASSIG. MAX. M: 30 MIN. M: 12

1. Development of insurance in India
2. Types of insurance products
3. Approach and process
4. Market segments and distribution channels
5. Organization and legal aspects .



Dr. C.V. RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- SECOND SEMESTER

PROGRAMME: PGDIRM
COURSE CODE: 2PGDIRM3, CREDIT: -2
COURSE: Communicative English

THEO. MAX. M: 70 MIN. M: 28
ASSIG. MAX. M: 30 MIN. M: 12

Basic Communication Processes Processing Communication, The Self and Communication, Language and Communication, Nonverbal Communication

Written Communication Skills Business Writing principles, Writing to Persuade, Layout of a Business Letter Report Writing: Introducing Report concepts, Short Reports and Proposals, Planning, Preparing and Organization Long Business Report, Indexing Information, Paragraph writing Indirect Messages: Handling negative and sensitive information

Effective Listening & Oral Communication Skills The Nature of Effective Listening, Types of Listening, Barriers to Effective Listening, Guidelines to Effective Listening, The Nature & Importance of Effective Speaking, Types of Speech, Barriers to Effective Speaking, guidelines to effective speaking, Meetings: Purpose, planning, Agenda preparation, and conducting, Presentations: Understanding Audience, Using Audio – Visual Aids

Organizational Communication Group communication; Group discussion norms, Communicating for Job hunting : Preparing the right Resume, Interviewing : Purpose, Principles and Techniques; Negotiating Skills, Argumentation and Critical Thinking, Diversity and Intercultural Communication

COUNSELING AND STUDY STRUCTURE

| Sl. No. | Course Code | Title of the Course | Credit | Total Hours of Study | Counseling and Study Structure (hours) | | | | Project |
|--------------------|-------------|---|--------|----------------------|--|------------|-----------|---------------------|---------|
| | | | | | Face to Face Counseling | Self study | Practical | Assignments/Project | |
| Semester I | | | | | | | | | |
| 1 | 1PGDIRM 1 | Principles of Insurance and Practices of Life Insurance | 4 | 120 | 16 | 68 | - | 36 | |
| 2 | 1PGDIRM 2 | Practices of General Insurance | 4 | 120 | 16 | 68 | - | 36 | |
| 3 | 1PGDIRM 3 | Risk Management and Reinsurance | 4 | 120 | 16 | 68 | - | 36 | |
| 4 | 1PGDIRM 4 | Management of Insurance | 4 | 120 | 16 | 68 | - | 36 | |
| Semester II | | | | | | | | | |
| 5 | 2PGDIRM 1 | Legal Aspects of Insurance | 4 | 120 | 16 | 68 | - | 36 | |
| 6 | 2PGDIRM 2 | Marketing of Insurance Products | 5 | 150 | 20 | 85 | - | 45 | |
| 7 | 2PGDIRM 3 | Communicative English | 2 | 60 | 8 | 34 | - | 18 | |
| 8 | 2PGDIRM 4 | Project / On the Job Training | 5 | 150 | - | - | - | - | 150 |

STUDY MODULES AND BOOKS INFORMATION

| Course Code | Title of the Course | Books / Modules to be used |
|----------------------|---|----------------------------|
| Semester - I | | |
| 1PGDIRM1 | Principles of Insurance and Practices of Life Insurance | CVRU Module |
| 1PGDIRM2 | Practices of General Insurance | CVRU Module |
| 1PGDIRM3 | Risk Management and Reinsurance | CVRU Module |
| 1PGDIRM4 | Management of Insurance | CVRU Module |
| Semester – II | | |
| 2PGDIRM1 | Legal Aspects of Insurance | CVRU Module |
| 2PGDIRM2 | Marketing of Insurance Products | CVRU Module |
| 2PGDIRM3 | Communicative English | CVRU Module |

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

| DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE STUDY CENTRE | | |
|--|--|--|
| Semester | Assignment No. | Due Date |
| First Semester | 1PGDIRM (1) 1PGDIRM (2) 1PGDIRM (3) 1PGDIRM (4) | <ul style="list-style-type: none"> • April 30 (for January Session) • October 31 (for July session) |
| Second Semester | 2PGDIRM (1) 2PGDIRM (2) 2PGDIRM (3) | <ul style="list-style-type: none"> • April 30 (for July Session) • October 31 (for January session) |

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvrु.ac.in> . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the study centre.

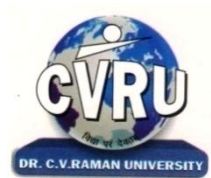
INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each course has one assignment. All assignments should be completed and submitted at IODE CVRU/ study centre before the due date.
इस पुस्तिका में पूरे पाठ्यक्रम के लिये (सभी सेमेस्टर) के सत्रीय कार्य दिये गये हैं। प्रत्येक पाठ्यक्रम के लिये एक सत्रीय कार्य दिया गया है जिसे पूर्ण करने के पश्चात निर्धारित तिथि तक डॉ. सी. वी. आर.यु. के दूरस्थ शिक्षा संस्थान / अध्ययन केन्द्र को भेजना आवश्यक है।
2. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.
कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे, आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।
3. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.
सत्रीय कार्य सतत् मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत् मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।
4. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.
सत्रीय कार्य ए-4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी लिखी होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)
5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.
प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।
6. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.
सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप, स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।
7. Please do not copy the assignment from other student.
कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।
8. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
प्रश्नों के उत्तर लिखते समय, प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।
9. You may retain a copy of your assignment response to avoid any unforeseen situation.
सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।
10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.
पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय / अध्ययन केन्द्र के समन्वयक से ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvrु.ac.in> . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

GUIDELINE FOR PREPARATION OF PROJECT REPORT



INSTITUTE OF OPEN AND DISTANCE EDUCATION
DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, DISTT. - BILASPUR
CHHATTISGARH

PROJECT REPORT FORMAT

IODE PROGRAMME (PGDIRM)

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report .

Chapter-III Research Methodology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the

References: All publications listed in the Project Report should be presented in a list of references, following the sample.

Citation from Project Report :

- Kundur., D. (1999),Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from BOOK:

- Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”,
<http://altern.org/watermark/>, (Browsing date: 23rd September 1997)
 Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as
Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

| 1. Font size For English | | Font size For Hindi |
|---------------------------------|-------|----------------------------|
| Title Page | 18-24 | 18-24 |
| Headings / subheadings | 12-16 | 16-20 |
| Text | 12 | 14 |
| Footnotes | 8-10 | 10-12 |

Footnotes be given on the same page where reference is quoted

2. Type style

Times New Roman for English

Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Project Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. Maintain uniformity in writing the *Project Report* .
8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .
9. The final submission of the *Project Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

ANNEXURE-III (Outer cover)

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER
SHALL LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}



<University's logo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

© <Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

ANNEXURE-IV(Inner cover)

**THE TITLE OF THE PROJECT REPORT IN THE INNER COVER
SHALL**

LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

ANNEXURE-V

DECLARATION

I the undersigned solemnly declare that the Project Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work.
I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in the references.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.

ANNEXURE-VI

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled “ title of the Project Report ” is a record of own work carried out by <**Name of Student** > under my supervision for the award of degree of **Programme Name** of Institute of Open and Distance Education Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of IODE)

ANNEXURE-VII

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

ANNEXURE-VIII

TABLE OF CONTENTS

| | | |
|--|--|--------|
| Abstract /Preface | | I |
| List of Tables: <i>(If applicable)</i> | | II |
| List of Figures : <i>(If applicable)</i> | | III |
| List of Abbreviations/Symbols <i>(If applicable)</i> | | IV |
| Chapter-I | Introduction | 1..... |
| Chapter-II | Review of Related Literature | |
| Chapter-III | Research Methodology | |
| Chapter-IV | Observation And Analysis | |
| Chapter-V | Result, Conclusions and Suggestions | |
| | | |
| Bibliography | As per style given in reference section of text of the project report. | |
| Appendixes | Questionnaire/Formula/Diagnosis/Any other | |
