

**BROAD SYLLABUS (GENERAL INSURANCE)**

**1. INTRODUCTION TO INSURANCE**

- a) What is Insurance.
- b) Purpose and Need of Insurance.
- c) How Insurance Works.
- d) The Business of Insurance – Pooling of Risks & Resources.
- e) Insurance as a Social Security Tool.
- f) Role of Insurance in Economic Development.

**2. FUNDAMENTALS / PRINCIPLES OF GENERAL INSURANCE**

- a) Contract of Insurance.
- b) Condition necessary for a contract.
- c) Contractual Duty.
- d) Contribution under Policy conditions.

**3. INSURANCE DOCUMENTS**

- a) Proposal Forms.
- b) Policy Forms.
- c) Cover Notes.
- d) Certificate of Insurance.
- e) Endorsements.
- f) Renewal Notice.
- g) Other Insurance Documents

**4. THEORY AND PRACTICE OF RATING**

- a) Basis of Rate Making.
- b) Tariffs.
- c) Market Agreements.
- d) Role of the T.A.C.

**5. LEGISLATIVE AND REGULATORY MATTERS**

- a) Insurance Act, 1938.
- b) The Insurance (Amendment) Act, 2002.
- c) General Insurance Business (Nationalisation) Amendment Act, 2002.
- d) I.R.D.A. Regulations, 2002.

**6. FIRE INSURANCE**

- a) The Standard Fire & Special Perils Policy.
- b) Terrorism Cover.
- c) Tariff System.
- d) Special Policies.

## **7. MARINE INSURANCE**

- a) Marine Policies
- b) Duration of cover
- c) Claims

## **8. MOTOR INSURANCE**

- a) Motor Vehicles Act, 1988
- b) Personal Accident Cover for Owner-Driver
- c) theft Claims

## **9. PERSONAL ACCIDENT INSURANCE**

- a) Types of Disablement
- b) Claims
- c) Extended coverage

## **10. HEALTH INSURANCE**

- a) Mediclaim Policy (Individual)
- b) Domiciliary Hospitalisation Benefit
- c) Bhavishya Arogya Policy

## **11. LIABILITY INSURANCE**

- a) Compulsory public liability Policy
- b) Products liability Policy
- c) Employer Liability Policy

## **12. ENGINEERING INSURANCE**

- a) Contractors All Risks (C.A.R.) Policy.
- b) Marine-Cum-Erection (MCE) Policy.
- c) Machinery loss of Profits (MLOP) Policy
- d) Advance Loss of Profits (Alop) Policy
- e) Electronic Equipment Policy

## **13. MISCELLANEOUS INSURANCE-1**

- a) Burglary Insurance
- b) Baggage Insurance
- c) Fidelity Insurance
- d) Television Insurance
- e) Householders Insurance
- f) Shopkeepers Insurance

**14. MISCELLANEOUS INSURANCE-2**

- a) Banker's Insurance Policies
- b) Jeweller's Block Policies
- c) Sport Insurance
- d) Special contingency Policy

**15. CLAIMS**

- a) Legal Aspects
- b) Surveyors and Loss Assessors
- c) Claims documents
- d) Loss Minimisation

**16. RURAL INSURANCES**

- a) Rural policies
- b) The Role of government
- c) Cattle insurance
- d) Poultry Insurance
- e) Inland Fish Insurance Schemes
- f) Agricultural Pump Set Policy
- g) Hut Insurance

**17. OBLIGATIONS OF INSURERS TO THE SOCIAL SECTOR**

- a) definition of Social Sector
- b) Nature and levels of indemnity

**18. RISK MANAGEMENT**

Risk management is a new managerial discipline which has become a part of business management in many corporate firms.

- a) Risk identification
- b) Risk evaluation
- c) Risk Avoidance
- d) Implementation
- e) Review of results

**19. PERSONAL DEVELOPMENT**

- 1) Product knowledge
- 2) customer orientation
- 3) Business target
- 4) Personal growth
- 5) Records and review

## **20. BEHAVIOURAL ASPECTS**

- a) Motivation
- b) Moral
- c) Communication skills
- d) Persuasive skills
- e) Analytical Liability
- f) **Behaviour with others**

## **21. MISCELLANEOUS INSURANCE**

### **22. FUNDAMENTALS OF AGENCY LAW**

- a) Definition of an Agent
- b) Insurance Agent under Insurance Act 1938**
- c) **What is bancassurance**

### **23. PROCEDURE FOR BECOMING AN AGENT**

- a) IRDA (Licensing of Insurance Agent) Regulations 2000
- b) prerequisite for obtaining a licence

### **24. FUNCTIONS OF THE AGENT**

- a) proposal and other forms.

### 25. ORGANIZATIONS

### 26. SALESMANSHIP

### 27. INFORMATION TECHNOLOGY

- a) Intranet and Internet

### **b) Benefits to Policy**

### **c) Benefits to Policy holders/prospects**