PG Diploma in Actuarial Management
Non- Semester
(With Effect from the Academic Year 2013-14)

Eligibility for the course : A Pass in any Undergraduate degree

Duration of the course : 1 Year

Examination:
All the theory papers and problem papers are of 3 hours duration each for maximum of 100 Marks.

Passing minimum : 50

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<th>Programme</th>
<th>Year</th>
<th>Total No. of Courses</th>
<th>Course (Subject) Name</th>
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<td>PG Diploma In Actuarial Management</td>
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<td>Functional English for Business Communication</td>
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<td>Financial &amp; Management Accounting</td>
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<td>Principles and Practice of Insurance</td>
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<td>Introduction to Life Insurance</td>
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This PG Diploma programme is targeted to those interested to pursue their career in the insurance field. This programme is for those who are working (or) seeking job in the insurance companies.
FUNCTIONAL ENGLISH FOR BUSINESS COMMUNICATION

This course is aimed at developing the writing skills in English correspondence. The course focuses on the general grammar and punctuation rules for communication in English.

Function English course covers the process of communication, Aids to correct writing, functions and essentials of business letters, letter layout, various business letters and report writing.

UNIT I
Introduction to communication – objectives of communication – media of communication – types and directions of communication – barriers to communication – principles of communication.

UNIT II
Aids to correct writing: Tenses, modals, conditionals, infinitives, gerunds & participles, active and passive voice, subject-verb agreement, common errors in English, Punctuation and use of Capital Letters – spelling and vocabulary – idioms and phrases.

UNIT III

UNIT IV
Bank Correspondence – Insurance Correspondence – Import-Export Correspondence – Agency Correspondence – form letters.

UNIT V

Books for Reference:
2. RSN Pillai, Bagavathy, Business correspondence and Office Methods, S Chand Publishers, New Delhi, 2006

FINANCIAL & MANAGEMENT ACCOUNTING
This course gives an overall knowledge in financial accounting and management accounting. Even a non-commerce student can understand the principles of financial and management accounting.

This course covers fundamentals of financial accounting, preparation of ledger accounts and final accounts, basics of management accounting viz., budgeting, preparation of cost sheet, ratio analysis and fund flow & cash flow analysis.

**UNIT I**

**UNIT II**
Cost Accounting – Preparation of cost sheet – Computation of EOQ and Material Level Setting – Pricing of material issues (FIFO, LIFO, SAP & WAP methods only) – Labour remuneration – Piece Rate system (Straight Piece rate & Taylors Differential Piece Rate), Time Rate System – Bonus plans.

**UNIT III**
Financial Statement Analysis – Comparative and Common Sized Balance Sheets – Trend Analysis & Interpretation – Ratio Analysis (Simple Problems only)

**UNIT IV**
Budgeting and Budgetary Control – Types of budgets (Cash Budget & Flexible Budgets only), Marginal Costing – Contribution – P/V Ratio – Estimation of Profits – Break-Even Charts

**UNIT V**
Fund Flow Analysis, Cash Flow Analysis (Simple Problems with 2 adjustments only)

*Books for Reference:*
4. Dr S N Maheshwari, Financial Accounting For BBA, Kitabmahal Publications
5. I M Pandey, Management Accounting, Kitabmahal, Publications
PRINCIPLES AND PRACTICE OF INSURANCE

This course envisions the students to understand the general principles and practice of insurance in India.

This course covers the fundamentals of insurance, structure of LIC & GIC, growth and development of insurance in India, Risk management, range of products and services of insurance, types of risk and Insurance Act.

UNIT I

UNIT II

UNIT III

UNIT VI

UNIT V

Books for Reference:
INTRODUCTION TO LIFE INSURANCE

The course provides basic knowledge on health and life insurance, contracts and contemporary schemes on life insurance in India.

This course covers introduction to life insurance, types of risk, life insurance policy conditions, life insurance products, Group, Health, Social Insurance and Reinsurance, Mortality Tables, Maturity Claims and Underwriting.

UNIT I


UNIT II


UNIT III


UNIT IV

UNIT V
Mortality Tables – Introduction – Types of Mortality Tables – Mortality Table Construction – definition – Sources of Mortality Information – Source of Mortality Information – Methods of Calculating Mortality Rates -Death Claims – Maturity Claims – Underwriting – Classification of Risk – Commonly Encountered Impairments

Books for Reference:
5. Dr.Shrikrishnalaxmankarve. Principles of Life Insurance, Himalaya publishing House

INTRODUCTION TO GENERAL INSURANCE

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

Books for Reference: