

ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



UNIVERSITY OF MYSORE
(Estd.1916)

**POST GRADUATE DIPLOMA
in
BANKING AND INSURANCE
MANAGEMENT**



Comd/2021

**REGUALTIONS GOVERNING POST-GRADUATE DIPLOMA COURSE
ON BANKING AND INSURANCE MANAGEMENT
UNDER
SEMESTER WISE CHOICE BASED CREDIT SYSTEM**

Preamble:

Banking and Insurance are the core components of the Financial Sector which offer excellent employment opportunities for graduates. Besides the Government organisations, several private banking & insurance companies have entered the market. This has increased the demand for professionally qualified personnel. The Post Graduate Diploma in Banking Insurance Management aims at grooming professionals who can carve a rewarding and promising career in the banking & insurance industry. In the background of increased complexity and changes in Banking and Insurance business demanding an entire new generation of professionals, the Post Graduate Diploma Program in Banking & Insurance Management is designed to reflect the growing interplay between banking, insurance, risk management and financial services. The curriculum has been designed and developed in collaboration with industry experts and academicians. This program not only provides participants the knowledge of operational aspects of banking and insurance but also builds on managerial and technical skills.

1. **Title:** These Regulations shall be called "Regulations Governing Post Graduate Diploma Program in Banking & Insurance Management under the Choice Based Credit System in the Faculty of Commerce" at the University of Mysore, Mysore.
2. **Commencement:** These Regulations shall come into force with effect from the academic year 2017-18.
3. **Name of the Course:** This Post Graduate Diploma Program in Banking & Insurance Management is spread over two semesters of one year duration.
4. **Title of the Degree:** A candidate who successfully completes 38 credits will be awarded a Diploma entitled PGDB & IM (Post Graduate Diploma Program in Banking & Insurance Management).
5. **Duration of the Course:** The course shall be of two semesters of one year duration. The maximum duration allowed for the successful completion (for repeaters) of Post Graduate Diploma Program in Banking & Insurance Management is 4 semesters as per double the duration norm.
6. **Eligibility for Admission:** A candidate who has successfully completed Bachelor's Degree in Commerce or Management of 6 Semesters of 3 year duration of this University or of any other University as equivalent thereto by this University, shall be eligible for admission to PGDB & IM, provided the candidate also satisfies the conditions like the minimum percentage of marks or CGPA and other eligibility


12/3/2021
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conditions as prescribed by the University from time to time. Admission shall be as per the Government of Karnataka Reservation Policy and directions issued in this regard from time to time.

7. **Mode of Selection:** The mode of selection of the candidates for the PGDB &IM course shall be based on admission rules prescribed by the University from time to time.
8. **Intake for the PGDB &IM : Intake shall not exceed 50 students.**
9. **Medium of Instruction:** The medium of instruction shall be English. However, if a candidate desires to write the assignments and examination in Kannada, he/she may be permitted.

10. Course Structure

A candidate has to complete a total of 38 credits covering hard core and soft core papers as detailed in Table 1.

Table 1: Course Structure of PGDB & IM

Semester	HC		SC		PW		Total	
	Number Of Subjects	Credit Value	Number Of Subjects	Credit Value	Number Of Subjects	Credit Value	Number Of Subjects	Credit Value
I	3	15	1	4	-	-	4	19
II	2	10	1	4	1	5	3	19
Total	5	25	2	8	1	5	10	38

Note: HC=Hard-Core Subject, SC=Soft-Core Subject, PW = Project Work

11. The tuition fee and examination fee of a semester will be in accordance with the number of credits registered in that semester.
12. If a student takes more than two semesters to complete the requirement of 38 credits, then he/she has to pay a nominal extra fee for the credits registered during the spilled over semester(s) as per the University rules.
13. **Credit Pattern and Scheme of Instruction:** The instruction pattern is based on

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L.T.P. (stands for Contact Lectures, Tutorials for reinforced learning and Practice/Practical for skill development) model which means that teaching /learning process involves

L= L hours/week of contact session for classroom lectures, which amounts to a credit value of one per every hour.

T = A session of 2 hours/week for self study/tutorial towards gaining in depth knowledge/reinforcement exercise, which amounts to a credit value of one hour per session.

P = A session of 2 hours/week for practice/field work towards subject's practical aspects/skill aspects which amounts to a credit value of one hour per session.

14. Attendance

The candidate has to put in a minimum of 75% of the attendance in every paper including the project work. If the attendance in any subject/project is less than 75%, the candidate is deemed to have dropped that subject/project and the credits earned in that subject/project becomes zero or in other words it becomes equivalent to the withdrawal of registration in that subject/project or failure in that subject/project

15. Project Work

A candidate shall register for the Project Work along with other subjects in the second . This is a compulsory part of the course work with the credit pattern of 0:2:8 with a credit value of 0+1+4=5. This work should be carried out over an entire semester period along with other course work if any. The T component of this is for discussion with the supervisor by the candidate. This component shall be of 1 hour duration for a group of 6 candidates per week per supervisor.

16. Scheme of Examination

16.1 The scheme of examination shall consist of continuous assessment and semester end examination. Every candidate is assessed for a maximum of 30 marks in continuous assessment mode and for a maximum of 70 marks in semester-end examination in a subject other than project work. He/she has to obtain a minimum of 40% in continuous assessment to become eligible for attending semester-end examination. Together, he/she has to get a minimum of 50% in aggregate to successfully complete the subject.



16.2 The Question paper pattern shall be as follows:

Part A : Answer any 5 out of 8 questions. Each question carries 5 marks
= 25 marks

Part B : Answer any 3 out of 5 questions. Each question carries 10 marks
= 30 marks

Part C: A Case Study
(Compulsory)

=15 marks
70 Marks

16.3 The continuous assessment mode , paper setting, valuation, etc., shall be as per University Regulations as applicable to other P. G courses.

16.4 Guidelines for preparation of Project Report

The Project report shall be prepared as per the broad guidelines given below:

- a) Project Report shall be type d in Times New Roman with one and half lines spacing in 12 font size.
- b) The size of the Project Report shall be with a minimum of 25,000 words and a maximum of 40,000 words.
- c) Project Report shall be printed on both sides of the paper.
- d) The project Report shall be spiral bounded.

Continuous Assessment

Continuous assessment shall be conducted by the course teacher for the course he/she is teaching according to the following schedule

	C1	C2	
Week	1 st Week to 8 th Week	9 th Week to 16 th Week	Total
Marks	15	15	30

17. Award of Grades and Provision for Appeal The award of grades and provision for appeal shall be as per the university regulations.

18. Budget

The proposed programme shall be offered on self-finance basis. An estimate of financial plan is provided below:

A. Receipts		
1. 40 General candidates	= 40 X Rs.15,000 per candidate	Rs. 6,00,000
2. 10 Reservation candidates	= 10 X Rs. 15,000 per candidate	Rs. 75,000
	Total	Rs. 6,75,000
B. Expenditure		
1. Honorarium to teaching faculty	-	Rs. 4,00,000
2. Administration/Contingencies	-	Rs. 1,00,000
C. Surplus	-	Rs. 1,75,000

APPENDIX

P.G. DIPLOMA IN BANKING AND INSURANCE MANAGEMENT

SYLLABUS

FIRST SEMESTER

Subject Code	Subject Title	Status	Credit Value
	Banking & Insurance Law	HC	5
	Micro Finance	HC	5
	Practice of General Insurance	HC	5
	Foundation of Actuarial Science	SC	4
	Banking Technology	SC	4



SECOND SEMESTER

Subject Code	Subject Title	Status	Credit Value
	Bank Management	HC	5
	Insurance Claims Management	HC	5
	Risk Management in Banking	SC	4
	Practice of Life Insurance	SC	4
	Project Work	HC	5

HC01 PAPER - BANKING & INSURANCE LAW

Module 1 : Banking legislation in India: Banking Regulation Act, 1949: objectives , Scheme of the act, application of the act, general Provisions in the Act, interpretation of various terms, Suspension of Business and Winding up of banking. The Negotiable Instruments Act, 1881, Characteristics of Negotiable Instruments.

Module 2: Central Banking in India: RBI Act 1935, Legal Framework of Regulation of Banks, Reserve Bank of India, Structure, Nationalisation, Management, Functions of the Bank, Different Departments of the Reserve Bank of India, Reserve Bank and inflation. Policy of Reserve Bank: Current and Past Policies. Reserve Bank and Central Government.

Module 3: Insurance Contract and Indian Market Conditions - Nature of Insurance Contract - Features of Insurance Contract - Types of Insurance - Concept of Intermediaries – Market Players and their Roles - Agents, Brokers, Surveyors & Loss Assessors, Health Third Party Administrators, Certification of Insurance Professionals, Training Organizations.

Module 4: Regulatory Environment – Specific Legislations Regulation of Insurance Business, Insurance Act, Insurance Regulatory and Development Act, Powers and Functions of IRDA, Relevant Regulations and Guidelines issued by IRDA, Licensing, Audit & Supervision, Investments, Amalgamation and Transfer, Grievance Redressal, Rural and Social Sector obligations, Micro Insurance, Financial inclusion, Product Approval **Book for**

Reference:

1. Banking Theory Law and Practice -Gorden and Natarajan

2. Banking Theory Law and Practice -S.P. Srivastava
3. Banking and Financial Awareness -Kiran Prakashan
4. Banking Theory: Law and Practice- R. Rajesh, T Sivagnanasithi
5. Banking Theory Law & Practice- Sundharam
6. Elements of Banking and Insurance- Sethi J
7. M. N. Srinivasan : Principles of Insurance Law, Wadhwa & Co.
8. Rajiv Jain : Insurance Law and Practice, Vidhi Publication Private Limited
9. . Taxmann : Insurance Manual, Taxmann Publication Private Limited
10. . Bharat : Manual of insurance Laws, Bharat Publication Private limited
11. . Dr. Avtar Singh : Law of Insurance, Universal Publication Pvt. Limited

HC02 PAPER -MICRO FINANCE

Module 1 : Introduction to Finance Meaning & definition of Finance – Financial Institutions
Financial institutions – establishments -- objectives & functions -- NABARD, IFCI, SIDBI,
ICICI, SFC & GRAMEEN BANKS.

Module 2: Role of Commercial Banks and Rural Credit-Objectives and functions of
commercial Banks-The Progress of Commercial Banks-Types of Rural Credit- Short term
and long term credit-Terms and Conditions of finance-Repayment conditions-Lead Banks
Scheme and Rural Credit Institutional Linkages Need for Readjustment of Rural
Development Strategies Need for Sustainable Rural Development .

Module 3: Micro Credit: Micro finance: Concept, Elements, Importance and Brief History-
Sustainable community Banking role of Micro finance in Poverty Reduction. Meaning &
Definition of Micro Credit – Micro Finance -- Features – Models – Channels – Micro
Finance Institution – Introduction – establishment – objectives – their operations – pros &
cons of MFI's.

Module 4: Self Help Groups: Meaning of SHG's – Pattern of their functions – Funding
Agencies of these SHG's – Activities of SHGs: Savings, Credit, Marketing and Insurance –
Role of SHG's in Financial & Social Inclusion. Self-help, Self-help Groups and Self-help
Promotion: concepts, Elements, Stages and Significances - Structure of Self-help groups -
Precautions to be taken while forming the SHGs.

Book for Reference:

1. Agarwal and Kundana Lal: - Rural Economy of India – Vikas publilshing House Ltd.
– New Delhi-110014, 1990
2. The Economics of Microfinance by Jonathan Morduch and Beatriz Armendáriz
3. Women at the Centre: Grameen Bank Borrowers After One Decade by Helen Todd
4. Small, Short and Unsecured: Informal Rural Finance in India by F J A (Fritz) Bouman
5. Micro Finance – Impact and insights S.Rajagopalan Nirali Parikh The ICFAI
University press 2007

6. Micro Finance and Poverty eradication - Indian and global experiences Dr. Daniel Lazar Prof. P.Palanichany New Century Publication, New Delhi 2008
7. Macro Dynamic of Micro Finance Daniel Lazar P. Natarajan Malabika Deo Excels Books 2010 Page 25 of 25
8. Johns Hopkins School of Advanced International Studies: Microfinance and Development 1, taught by Elissa McCarter and Kate Druschel Griffin .

HC03 PAPER – PRACTICE OF GENERAL INSURANCE

Module 1: Introduction to General Insurance: Introduction of Indian Insurance Market- Structure, classification, salient features of Indian general insurance market- development of international insurance market – global relationship – types of roles in insurance industry- regulatory- insurer- reinsurer and Retrocessionaire- insured –intermediary-ancillary role.

Module 2: General Insurance products- Part1 (Fire and Marine Insurance): Fire insurance Coverage- Exclusions- Conditions of fire insurance policy –coverage under special policies – Marine insurance coverage – Marine insurance Act 1938- types of marine insurance policy- Marine hull policy.

Module 3: General Insurance products(Motor Liability, Personal Accident and Speciality)- Motor insurance policy- Important documents- Types of Policies- Liability- Motor Claims and Procedures- Legal Liability Policy- Public and Product Liability Insurances- Personal Accident insurance- Health Insurance.

Module 4: General Insurance Products (Engineering and other Insurances)- Classes of Engineering insurance- Burglary insurance- Baggage insurance- Fidelity Guarantee insurance- Jeweller's Block insurance – Crime insurance- Aviation insurance- Satellite insurance – Oil and Energy Risks insurance- Micro insurance.

Book for Reference:

1. General Insurance- John Magee and David Bickelhaupt
2. Operational transformation of General Insurance Industry during the period 1950 to 1990 and beyond, R.D.Samarth.
3. Study of Distribution Functions in General Insurance and Role of Intermediaries, Arun Agarwal/ P R Rao.
4. General Insurance for Information Technology Professional. Martin Frappoli.

SC01 PAPER – FOUNDATIONS OF ACTUARIAL SCIENCE

Module 1: Introduction - the Actuarial Science - theory and practice - Characteristics of Actuarial Science- Actuarial education - Actuarial research.

Module 2: Compound Interest- Accumulated Value- Present Value Investment Value- Level Annuities-Variable Annuities- Redemption of Loans-Further Compound Interest and

Annuities certain- Probability- Mortality Table-Construction of Mortality Table- Well Known Mortality Tables and Indices for comparison of different mortality tables.

Module 3: Economics of Risk -Introduction - Avoidance or Mitigation of Economic Risk - Financial Security Systems - Classification of Financial Security Systems -Financial Security Systems as Transfer Mechanisms -The Philosophic Base-Utilitarianism -Utility Theory and Risk Aversion - The Actuarial Role.

Module 4: Random Variables-Introduction -“Time until Termination” Random Variables - “Number of Claims” Random Variables - “Claim Amount” Random Variables- “Total Claims” Random Variables -The Rate of Interest as a Random Variable -The Importance of Expected Values -Actuarial Interest in Human Mortality -The Concept of Credibility.

Book for Reference:

1. Fundamental Concepts of Actuarial Science - Charles I. Trowbridge.
2. Actuarial Science (Theory and Methodology) – Hanji Shang.
3. Quantitative Risk Management: Concepts, Techniques and Tools, - Alexander J Mc Neil, Rudiger Frey, Paul Embrechts
4. Actuarial Statistics An Introduction Using R - Shailaja R Deshmukh
5. Stochastic Modelling- IAA
6. Mathematical and Statistical Methods for Actuarial Sciences and Finance- Marco Corazza , Claudio Pizzi

SC02 PAPER - BANKING TECHNOLOGY

Module 1:Branch Operation and Core Banking System(CBS) - Introduction and Evolution of Bank Management – Technological Impact in Banking Operations – Total Branch Computerization – Concept of Opportunities – Centralized Banking – Concept, Opportunities, Challenges & Implementation.

Module 2: Delivery Channels - Overview of delivery channels – Automated Teller Machine (ATM) – NEFT – RTGS – SWIFT- Phone Banking – Call centers – Internet Banking – Mobile Banking – Payment Gateways – Card technologies – MICR electronic clearing.

Module3: Inter-bank Payment System - Interface with Payment system Network – Structured Financial Messaging system – Electronic Fund transfer – RTGSS – Negotiated Dealing Systems & Securities Settlement Systems – Electronic Money – Cheques Truncation and E-Cheques

Module4: Contemporary Issues in Banking Technology – Analysis of Rangarajan Committee Reports – E Banking - Banking Softwares-Information Technology Act, 2000- cyber crimes.

Books for Reference

1. E-Indian Banking in Electronic Era - Kaptan S S&Choubey N S

2. E – Banking- Vasudeva, , Common Wealth Publishers, New Delhi, 2005
3. Information Technology- Turban Rainer Potter, , John Wiley & Sons Inc
4. Banking Technology - Indian Institute of Bankers Publication
5. Modern Banking Technology -Firdos T. Shroff
6. Banking Technology Handbook-Jessica Keyes

SECOND SEMESTER

HC04 PAPER - BANK MANAGEMENT

Module 1: Nature of Banking Business: Socio, Economic and legal environment of banking business in India – official regulation and control over banks in India: Banking Regulation Act, 1949, Reserve Bank of India Act, 1934, Banking companies Act, 1970 etc – Diversification of Banking in India.

Module 2: Forms of Banking: Branch Banking, Unit Banking, Group Banking Chain Banking, Banking, correspondent Banking. Process of Bank Management; Branch location policies and decisions, organizational Structure of Commercial Banks in India Department set up of head office, Zonal Office, Regional office and Branchy offices. Delegation of authority in banks,

Module 3 : Bank Balance Sheet: Management of assets and liabilities in banks – Profit Profitability and Productivity in banks – Management of large sized branches and rural branches. Internal control and Performance budgeting system – Management Information system-Income Recognition and asset classification norms

Module 4: Human Resource Development in Banks: Manpower Planning, Recruitment, Training, Promotion, Motivation, Bank Marketing: Product Planning and Development. Computerization of Banks: Need, application, progress, problems. Current Issues and Problems of Management of Banks in India.

Book for Reference:

1. Advanced Bank Management- IIBF (Indian Institute of Banking and Finance)
2. Bank Financial Management - IIBF (Indian Institute of Banking and Finance)
3. Bank Management and Financial Services- Peter Rose , Sylvia Hudgins
4. Advanced Bank Management- N.S.Toor & Arundeeep Singh
5. Bank Management- Timothy W. Koch
6. Principles and Practices of Banking- IIBF (Indian Institute of Banking and Finance)

HC05 PAPER -INSURANCE CLAIMS MANAGEMENT

Module 1: Claim Management – Concept & Classification of Claim, Essential elements of Claim, Claim procedure, Role of insured & insurer in claim management, Claim settlement & its significance, Nature of claim for various classes of insurance, Dispute, Litigation & Arbitration.

Module 2: Trends in claim, Role of IT in claim settlement, Customer service, Quality aspect, Insurance business & claim management in other countries.

Module 3: Claims Management-General Guidelines for Settlement of Claims-Life Insurance Claims-Marine Insurance Claims-Fire Insurance Claims-Miscellaneous Insurance Claims, Delays in Claims Settlements, Frauds and Misrepresentations in Claims.

Module 4: Policy claims: Different types of policy claims - Survival Benefits - Death Claims - Maturity Claims - Submission of Proof of title at claim processing stage - Early Claims & Nonearly claims - Documents required for processing early claims - Death due to un-natural causes or accidents - Nomination - Assignment--Waiver of evidence of title - Claims Concession Clause and Extended Claims Concession Clause - Presumption of Death - Insurance Riders - Accidental Death Benefit rider - Permanent Death Benefit Rider.

Book for Reference:

1. Insurance: Jane Cowdell
2. Principles of Risk Management & Insurance – George E. Rejda.
3. Risk Management & Insurance- Scott Harrington .
4. Risk Management & Insurance- C. Arthur Williams
5. Risk Management-Insurance and Derivative- Kotreshwar G
6. Risk Management and Insurance- Harrington and Niehaus.

SC03 PAPER –RISK MANAGEMENT IN BANKING

Module 1: Definition of Risk- Risk Management- Objectives, Functions, and Importance, Risk in Banking Business Type of Risks-. Credit Risk, Market Risk and Operational Risk.

Module 2: - Risk Management Practices in India, Role of RBI in Risk Management in Banks-The BASEL Committee on Banking Supervision-Global Financial Crisis and the Indian Banking Sector.

Module 3: Derivatives - Origin, growth and Types of Derivatives – Benefits of Derivatives Market – Criticism of Derivatives- Forwards, Futures and Options – Basic features – Classification of Futures - Options- Types of options contracts- Role of Futures & Options Market –Swaps –Meaning – Currency swaps –Interest Rate Swaps.

Module 4: Credit Derivatives- Origin- Meaning- Types of Credit Derivatives- Credit Derivatives and Guarantees- Development of Cds Market in India.

Book for Reference:

1. Risk Management-Insurance and Derivatives-Kotreshwar G
2. Risk Management Insurance-Mark.S. Dorfman



3. Introduction to Risk Management insurance-Mark S. Dorfman , David a. Cather
4. Fundamentals of Risk and Insurance- Emmett J. Vaughan, Therese Vaughan
5. Risk Management in Banking- Joel Bessis
6. Theory and Practice of Treasury & Risk Management in Banks- Indian Institute of Banking & Finance
7. Risk Management In Banking And Insurance- S. B. Verma , Y. Upadhyay , R. K. Shrivastawa

SC04 PAPER – PRACTICE OF LIFE INSURANCE

Module 1: Practice of Life Insurance- Overview of the Indian Insurance Market- Growth of Insurance business in India- Organisational structure of the Life Insurance Corporation of India (LIC) – Postal Life Insurance – Organisational structure of Postal Life Insurance- Appointment of Life Insurance agents and their functions – Need of an agent in Life Insurance selling – Appointment of agents – Remuneration to agents- Trends in life insurance distribution channels.

Module 2: Plans of Life Insurance – Different types of life insurance plans – term Plan – Endowment plan – Money Back Insurance Plan – Whole – Life Insurance Plan – Unit Linked Insurance Plans(ULIPs) – Joint Life Insurance Plans – Child Insurance Plans- Rider benefits – Industrial life insurance – MWP Policies – Keyman insurance – Health insurance and its types- concept of Annuities – Different types of annuity plans – Advantages and disadvantages of annuity – annuity Vs Life Insurance – Important terms used in annuity.

Module 3: Group Insurance – Importance of group insurance schemes – Main features of Group insurance schemes – Eligibility conditions in group insurance – Different types of Group insurance schemes – Group Term Insurance Schemes – Group Gratuity Schemes – Group Superannuation scheme – Types of Group Superannuation schemes – Group Leave Encashment scheme – Employees Deposits – Linked insurance Scheme – Group Insurance Scheme in-lieu of EDLI- Social Security Schemes.

Module 4: Policy Claims – Different types of policy claims- Survival Benefits – Death claims – Maturity Claims – Submission of Proof of title at claim processing stage – Early Claims and Non- early claims – Documents required for processing early claims – Death due to un-natural causes or accidents – Nomination – Assignment – Waiver of evidence of title – Claims Concession Clause and Extended Claims Concession Clause – Presumption of Death – Insurance Riders – Accidental Death Benefit rider- Permanent Death Benefit Rider – IRDA regulations w.r.t Claim payments.

Book for Reference:

1. Life and health insurance handbook – Davis W. Gregg
2. Principles and Practice of Insurance – G.S Pande
3. Principles and Practice of Insurance – M.N. Mishra
4. Principles and Practice of Insurance – C. Gopalkrishna
5. Life Insurance in India- G.R. Desai
6. Theory and Practice of Life Insurance - Mitra



HC 06- PROJECT WORK