



BANGALORE UNIVERSITY
Jnanabharathi, Bengaluru- 560056

(According to NEP - 2020 Regulations)
Syllabus of 1st Semester
Bachelor of Commerce (Insurance & Actuarial)

2021-22 Onwards

DEPARTMENT OF COMMERCE
Jnanabharathi Campus, Bangalore University, Bengaluru- 560056
www.bangaloreuniversity.ac.in

B. Com (Insurance & Actuarial) Programme Structure

SEMESTER I

Sl No.	Course Code	Title of the Course	Category of courses	Teaching hours per week (L+T+P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language – I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	B.Com. (IA) 1.1	Principles of Insurance	DSC	4+0+0	60	40	100	4
4	B.Com. (IA) 1.2	Fundamentals of Accountancy	DSC	3+0+2	60	40	100	4
5	B.Com. (IA) 1.3	Health Insurance	DSC	4+0+0	60	40	100	4
6	B.Com. (IA) 1.4	Life Insurance Products	OEC	3+0+0	60	40	100	3
7	B.Com. (IA) 1.5.1	Digital Fluency	SEC-SB	1+0+2	30	20	50	2
8	B.Com. (IA) 1.5.2	Physical Education - Yoga	SEC-VB	0+0+2	-	25	25	1
9	B.Com. (IA) 1.5.3	Health and Wellness	SEC-VB	0+0+2	-	25	25	1
Sub - Total (A)					390	310	700	25

Notes:

- One Hour of Lecture is equal to 1 Credit.
- One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

AECC	: Ability Enhancement Compulsory Course
DSC ©	: Discipline Specific Core (Course)
SEC-SB/VB	: Skill Enhancement Course-Skill Based/Value Based
OEC	: Open Elective Course
DSE	: Discipline Specific Elective
SEE	: Semester End Examination
Ø CIE	: Continuous Internal Evaluation

Ø L+T+P

: Lecture+Tutorial+Practical(s)

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching

Name of the Programme: Bachelor of Commerce (Insurance & Actuarial)

Course Code: B.Com (IA) 1.1 (DSC)

Name of the Course: Principles of Insurance

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies, field work etc.,		
Course Outcomes: On successful completion of the course, the Students will be able to <ul style="list-style-type: none">• Understand the Basic Concepts of Insurance and Functioning of Insurance Agents• Understand the consumer behavior at Purchase point & at Claim Process• Analyze the Insurance Underwriting process and Occupational Hazards• Understand the Premium payment, Lapse and Renewal of Insurance Policies• Understand the Insurance Claim Settlement Process & Reinsurance		
Syllabus:		Hours
Module No. 1: Introduction to Insurance		10
Insurance – Brief History of Insurance – Importance of Insurance Industry - Nature – Principles of Insurance – Classification of Insurance – Role of Insurance in Economic Development and Social Security – Contribution of Insurance to the Society - Appointment of Agent - Functions of Agents - Remuneration of Agents – Recent Trends in Distribution Channels.		
Module No 2. Insurance Customer		12
Understanding Insurance Customers – Different Customer needs – Importance of Customers – Customers mindset – Customer satisfaction – Customer behaviour at Purchase point – Customer Behaviour when claim occurs – Factors Influencing Customer Buying Behaviour in Insurance - Importance of Ethical Behaviour in Insurance Sector.		
Module No. 3: Introduction to Life Insurance		14
Introduction to Life Insurance - Principles of Life Insurance - Life insurance products, Pensions and Annuities - Life insurance underwriting - Need for selection - Factors affecting rate of mortality - Sources of data - Concept of extra mortality - Numerical methods of undertaking - Occupational hazards.		
Module No. 4: Premium Payment, Lapse and Renewal		14
Premium, Surrender Values, Non- Forfeiture Options, Revival; Assignment Nomination Loans – Surrenders – Foreclosure: Assignment, Nomination, Loan and Surrenders, Foreclosure.		

Claim Management - Claim Settlement - Legal Framework - Third Party Administration, Insurance Ombudsman - Consumer Protection Act - Re-Insurance in Life Insurance - Retention Limits - Methods and Functions of Re-insurance.

Skill Development Activities:

1. Draw a Chart Showing Distribution Channels of Insurance Products.
2. List Out Ethical Practices of Insurance Sector.
3. List out Products, Pension & Annuities of Life Insurance Corporation
4. Fill the Life Insurance Proposal Form & Attach Required Documents
5. Collect and fill the Claim Form of Fire and Life Insurance
6. Any other activities, which are relevant to the course.

Reference Books:

1. Annie Stephen L – HPH
2. P. Perya Swamy ;Principles and Practice of Life Insurance
3. Raman B, Your Life Insurance Hand Book
4. William C. Arthur, Risk Management and Insurance
5. G. Krishna Swamy: A Text book on Principles and Practices of Life Insurance
6. Gopal Krishnan, Liability Insurance
7. Mishra M.N, Insurance Principles and Practice
8. Fire Insurance Claim – Insurance institute of India
9. P. K Gupta; Insurance & Risk Management

Name of the Programme: Bachelor of Commerce (Insurance & Actuarial)

Course Code: B.Com (IA) 1.2 (DSC)

Name of the Course: Fundamentals of Accountancy

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,		
Course Outcomes: On successful completion of the course, the students will be able to <ul style="list-style-type: none">• Understand the Basic concepts of Accountancy.• Pass Journal Entries and Prepare Ledger Accounts.• Prepare Subsidiary Books.• Prepare Trial Balance and Final Accounts of Proprietary concern.• Use Accounting Concepts in Spreadsheet.		
Syllabus		
Module No. 1: INTRODUCTION TO ACCOUNTANCY (10 Hrs) Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting– Users of Accounting Information – Limitations of Accounting – Accounting Cycle - Accounting Principles – Accounting Concepts and Accounting Conventions. Accounting Standards– Objectives- Significance of Accounting Standards. List of Indian Accounting Standards.		
Module No. 2: ACCOUNTING PROCESS (12 Hrs) Process of Accounting - Double Entry System – Kinds of Accounts – Rules - Journal – Ledger – Balancing of Accounts – Trial Balance – Problems on Journal, Ledger Posting and Preparation of Trial Balance		
Module No. 3: SUBSIDIARY BOOKS (14 Hrs) Meaning – Significance – Types of Subsidiary Books – Purchases Book, Sales Book (With Tax Rate), Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book, Double Column Cash Book, Three Column Cash Book and Petty Cash Book (Problems only on Three Column Cash Book and Petty Cash Book).		
Module No. 4: FINAL ACCOUNTS OF PROPRIETARY CONCERN (14 Hrs) Preparation of Statement of Profit and Loss and Balance Sheet of a Proprietary Concern with Special Adjustments like Depreciation, Outstanding and Prepaid Expenses, Outstanding and Received In Advance of Incomes, Provision for Doubtful Debts, Drawings and Interest on Capital.		
Module No. 5: EXPERIENTIAL LEARNING (06 Hrs) Creation of Subsidiary Books in Spreadsheet: Purchases Book, Sales Book (With Tax Rate), Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book, Double Column Cash Book, Three Column Cash Book and Petty Cash Book. Preparation of Statement of P/L, Balance Sheet in Spreadsheet.		
Skill Developments Activities: <ol style="list-style-type: none">1. List out the Accounting Concepts and Conventions.2. Prepare E Content of Invoice, Debit Note and Credit Note3. Collect the Financial Statement of a Proprietary Concern and Record it.4. Prepare a Financial Statement of an Imaginary Company Using Spreadsheet5. Any other activities, which are relevant to the course.		

Reference Books:

1. Hanif and Mukherjee, Financial Accounting, McGraw Hill Publishers
2. Arulanandam & Raman; Advanced Accountancy, Himalaya Publishing House
3. S.Anil Kumar,V.Rajesh Kumar and B.Mariyappa–Fundamentals of Accounting, Himalaya Publishing House.
4. Dr. S.N. Maheswari, Financial Accounting, Vikas Publication
5. S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication
6. Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand
7. M.C. Shukla and Goyel, Advanced Accounting , S Chand.

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (Insurance & Actuarial)

Course Code: B.Com (IA) 1.3 (DSC)

Name of the Course: Health Insurance

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies, Field work etc.,		
Course Outcomes: On successful completion of the course, the Students will be able to		
<ul style="list-style-type: none">● Understands the concepts of Health Insurance and factors affecting the health system in India● Analyze the documentations used in the Insurance industry● Analyze the Insurance Underwriting process & IRDA Guidelines Relating to Health Insurance.● Understand the different Products of Health insurance in India● Understand the health Insurance Claim Settlement Process		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO HEALTH INSURANCE		10
Introduction to Healthcare - Levels of Healthcare - Types of Healthcare - Factors affecting health systems in India - Evolution of Health Insurance in India - Health Insurance Market		
Module No. 2: INSURANCE DOCUMENTATION		12
Proposal forms - Acceptance of the proposal (underwriting) - Prospectus - Premium receipt - Policy Document - Conditions and Warranties - Endorsements - Interpretation of policies - Renewal notice - Anti-Money Laundering and Know Your Customer Guidelines		
Module No. 3: HEALTH INSURANCE PRODUCTS		14
Classification of health insurance products - IRDA guidelines on Standardization in health insurance - Hospitalization indemnity product -Top-up covers or high deductible insurance plans - Senior citizen policy - Fixed benefit covers – Hospital cash, critical illness - Long term care product - Combi-products - Package policies - Micro insurance and health insurance for poorer sections - Rashtriya Swasthya Bima Yojana - Pradhan Mantri Suraksha Bima Yojana - Pradhan Mantri Jan Arogya Yojana (PM-JAY) –Ayushman Bharath – Ayushman Mitra -Jyothi Sanjeevini –Arogya Bhagya yojane Personal accident and disability cover - Overseas travel insurance - Group health cover - Special products - Key terms in health policies		
Module No. 4: HEALTH INSURANCE UNDERWRITING		10

Underwriting - Basic concepts - File and Use guidelines - Other health insurance regulations of IRDAI - Basic principles and tools for underwriting - Underwriting process - Group health insurance - Underwriting of Overseas Travel Insurance - Underwriting of Personal Accident Insurance

Module No. 5: HEALTH INSURANCE CLAIMS

10

Claims management in insurance - Management of health insurance claims - Documentation in health insurance claims - Claims reserving - Role of third party administrators (TPA) - Claims management – personal accident - Claims management- Overseas travel insurance.

Skill Development Activities:

1. Draw a Chart Showing Levels of Health Care in India and in US
2. List out Health Insurance Underwriting Guidelines in India
3. List out Different Health Insurance Products Offered by LIC and SBI
4. Visit to nearest Insurance Company and write a Report on Insurance Underwriting Process.
5. Collect and Fill the Health Insurance Claim Form and attach necessary Documents
6. Any other activities, which are relevant to the course.

Reference Books:

1. Life and Health Insurance Handbook – Davis . W. Gregg
2. Health Insurance – Author – O D Dickenson
3. Evaluating the Health Insurance Risk – J M WickMan
4. Insurance Law & Practice Study Material ICSI

Name of the Programme: Bachelor of Commerce (Insurance & Actuarial)

Course Code: B.Com (IA) 1.4 (SEC-SB)

Name of the Course: Spreadsheet for Business (**Only For the Academic Year 2021-22**)

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs
Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,		
Course Outcomes: On successful completion of the course, the Students will be able to <ul style="list-style-type: none">• Understand the basic concepts of Spreadsheet• Summarize data using Functions• Apply Conditions using formulas and Functions• Implement Basic financial Concepts in Spreadsheet		
Syllabus		
Module No. 1: Introduction (08 Hrs) Introduction to spreadsheets - Office Suite overview - Basic text and cell formatting - Basic Arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Charts.		
Module No. 2: Summarize data using functions (12 Hrs) Perform calculations by using the SUM function- Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function - Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function.		
Module No. 3: Text Functions (08 Hrs) Data validation - Text Functions : LEN, TRIM, PROPER, UPPER, LOWER, CONCATENATE.		
Skill Developments Activities: <ol style="list-style-type: none">1. Enter class data into rows and columns2. Create Draft Marks Card in Spreadsheet3. Create Draft profit and Loss and Balance Sheet in Spreadsheet4. Create GST Invoice in Spreadsheet with Tax Rate Any other activities, which are relevant to the course.		

Reference Books:

- Learning MS-Word and MS-Excel, by Rohit Khurana
- Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: 1 by Adam Ramirez
- Excel 2013 in Simple Steps by Kogent Learning Solutions Inc.
- Excel Formulas and Functions: The Step by Step Excel Guide on how to Create Powerful Formulas by Harjit Suman

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (Insurance & Actuarial)

Course Code: B.Com (IA) 1.4 Open Elective Course (OEC)

Name of the Course: Life Insurance Products

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs
Pedagogy: Classrooms lecture, Tutorials, Group discussion, Seminar, Case studies, Field work etc.,		
Course Outcomes: On successful completion of the course, the Students will be able to <ul style="list-style-type: none">● Understand the different types of Life insurance products in India● Understand the Various LIC Products● Understand the various SBI Life Protection, Saving & Retirement Plans● Understand the Insurance Claim Settlement Process & Reinsurance		
Syllabus:		Hou rs
Module No. 1: LIFE INSURANCE PRODUCTS IN INDIA		10
Introduction – Product – Difference between Product & Commodity – Riders in Life Insurance products - Types of life Insurance policies – Term plan – ULIP – Endowment plan – money back – Whole life Insurance – Child’s Plan – Retirement Plan		
Module No. 2: PRODUCTS OF LIFE INSURANCE CORPORATION		12
LIC Endowment - Bima Jyoti -Bachat Plus - New Endowment Plan- New Jeevan Anand - Single Premium Endowment Plan - Jeevan Lakshya - Jeevan Labh - Aadhaar Stambh - Aadhaar Shila LIC Money Back Plans – New Bima Bachat – Jeevan Umang – Jeevan Tarun – Jeevan Shiromani – Bima Shree – Money back Plan 20 years & 25 Years LIC Term Assurance Plans – Jeevan Amar – Saral jeevan Bima		
Module No. 3: SBI LIFE INSURANCE PROTECTION, SAVINGS & RETIREMENT PLANS		10
SBI LIFE Protection Plans – E shield Next – Saral Jeevan Bima – Poorna Suraksha – Sampoorna Cancer Suraksha – Smart Swadhan Plus – Saral Swadhan Plus – Grameen Bima. SBI LIFE Saving plans – Smart Platina Assure – New Smart Samriddhi – Smart Future choices – Subh Nivesh – Smart Bachat – Smart Humsafar SBI LIFE Retirement Plans – Retire Smart – Annuity plus – Saral Retirement Saver – Saral Pension		

Module No. 4: Claim Management & Re-Insurance	10
<p>Claim Management - Claim Settlement - Legal Framework - Third Party Administration, Insurance ombudsman - Consumer Protection Act - Re-Insurance in Life Insurance - Retention Limits - Methods and Functions of re-insurance</p>	
<p>Skill Development Activities:</p> <ol style="list-style-type: none"> 1. Draw a Chart Showing Types of Insurance Products in India. 2. List Out Any 10 Insurance Products available for Children’s Education. 3. List out Any 10 Insurance Policies Available for Housing. 4. Draw a chart Showing Claim settlement process in Life Insurance. 5. Any other activities, which are relevant to the course. <p>Reference Books:</p> <ol style="list-style-type: none"> 1. Annie Stephen L – HPH 2. P. Perya Swamy ;Principles and Practice of Life Insurance 3. Raman B, Your Life Insurance Hand Book 	