

## CALENDAR OF IMPORTANT DATES

### May 2012 EXAMINATION

(Registration for May 2012 Examination starts from 05.12.2011 through online & offline)

DESCRIPTION	CLOSING DATES	
	FOR ONLINE	THROUGH LOCAL INSTITUTES
Registration of fresh candidates and submission of Examination forms – for all candidates.	31/01/2012	31/01/2012
Registration of fresh candidates and submission of Examination forms with an application for claiming exemption. (Such candidates have to send their request to Local Institute or directly to I.I.I. Mumbai before 31/01/2012 along with necessary attested certificates).	NA	31/01/2012
Submission of Examination forms for already registered candidates	15/02/2012	31/01/2012
Submission of Examination forms for all the candidates fresh and already registered <b>with Late fees.</b>	29/02/2012	NA
Withdrawal from Examinations under Regulation 11 (c).	31/03/2012	
Request for changing Center without fees.	31/03/2012	
Request for changing Center with fees Rs. 250/- (per center) for Indian & Rs. 1,500/- for foreign.	15/04/2012	
Request for changing Center with TATKAL late fees Rs. 1,000/- (per center) for Indian & Rs. 6,000/- for foreign (per center)	Upto Eight days before examinations (excluding examination date)	
Request for changing Subjects without fees	15/03/2012	
Examination Dates	06/05/2012 13/05/2012	20/05/2012 27/05/2012

**Notice to Candidates****A candidate can appear for only one subject in one session****EXAMINATION DATES**

*Please see detailed examination time table and take care that papers selected by you do not clash with one another. If you select more than one paper of the same time-slot no refund will be made.*

<b>Day 1</b>	<b>Day 2</b>	<b>Day</b>	<b>Day 4</b>
06/05/2012	13/05/2012	20/05/2012	27/05/2012

**ONLINE EXAMINATIONS FOR LICENTIATE LEVEL PAPERS**

*Online examinations have been introduced for Licentiate level. Candidates intending to take up Paper number 01, 02, 11 & 14 can appear for examinations on online mode. Candidates will be allowed to appear for any 2 papers a day. The examination fees will be the same as off-line. On-line examinations will be available only in English as of now. The pass marks will be 60%, same as off-line examinations. Any correspondence in this matter should be addressed to [salunhke@iii.org.in](mailto:salunhke@iii.org.in)*

[dandekar@iii.org.in](mailto:dandekar@iii.org.in)

*For details candidates are advised to visit our website.*

# **Examination Handbook**

**(May 2012 Examination)**

For regular updates please visit our website  
[www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com)

### For the attention of Candidates

**All the Candidates** (fresh or already registered) are requested to CREATE AN ACCOUNT (Login Id) on our website

[www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) to register and enroll for examinations.

Please keep a note of **Login Id** and **password** for accessing the website next time.

**Already Registered Candidates** **NEED NOT** create their profile as it is already available with the Institute.

Such candidates may view and update their profile by providing Registration number / Diploma number (Associate / Fellowship) and date of birth.

In case the profile is not found, please contact the institute with the following details:

1. Registration number
2. Name of the candidate
3. Date of Birth
4. Last Examination enrolled / appeared

Please send the above details to **email id** : [examdata@iii.org.in](mailto:examdata@iii.org.in)

[spshinde@iii.org.in](mailto:spshinde@iii.org.in)

[gogia@iii.org.in](mailto:gogia@iii.org.in)

**Fresh Candidates** have to create their profile after login and before proceeding for registration.

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Published by Sharad Shrivastva, Secretary-General, Insurance Institute of India, Plot No.C-46, G-Block, Bandra Kurla Complex, Mumbai – 400051 and printed at

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## GENERAL INFORMATION

- The syllabus in the study courses is indicative and not exhaustive. Candidates are expected to know up-to-date developments in the insurance industry. Further, it is necessary for candidates to refer to other books and magazines, recommended for reading. Some of III course materials and question papers are available in multiple Indian Languages (Please refer “Table of Languages”)
- Candidates are allowed to write their answers for a few papers in some Indian languages. Please refer “table of Languages”)
- Candidate should write the entire paper in one language i.e. papers answered partly in one language and partly in other language shall not be evaluated.
- Registration numbers shall be written in International Numerical only.
- Syllabuses of some of the courses have been revised. For detailed information candidates are advised to refer the syllabus and Price List.
- **The candidates should produce a valid identity card issued by a Government Authority having the photograph and signature of the candidate for getting entry to the Examination Hall.** Acceptable Identity proofs include:
  - a) Passport
  - b) Driving License
  - c) Pan Card
  - d) Voter ID card
  - e) Identity card issued by Employer
  - f) In case of students, identity card issued by college / university.
  - g) In case of (e) and (f), the Identity card should have photograph/ signature.

**Railway/Bus identity cards are not acceptable.**

## THE INSURANCE INSTITUTE OF INDIA

The Insurance Institute of India was established in 1955 for the purpose of imparting insurance education to persons engaged or interested in insurance. The main objectives of Insurance Institute of India are:

1. To run College and conduct Examinations, in insurance theory and practice and related subjects for awarding certificates, diplomas and degrees to those interested in insurance.
2. To prepare and supply reading materials and similar other educative methods for encouraging and assisting the study of any subject bearing on any branch of insurance
3. To form and maintain a library.
4. To offer scholarships, grants and prizes for research or any other educational work bearing on insurance.

**Membership:** There are at present 91 Associated Insurance Institutes spread all over the country. The Sri Lanka Insurance Academy, Insurance Institute of Sri Lanka and the Royal Insurance Corporation of Bhutan Insurance Institute are affiliated to III. The members of the Associated Institutes and the Affiliated Institutes automatically become the members of III. Please refer to List of Associated Institutes and Affiliated Institutes.

**Governing Body:** The Governing Body of III is its Council which functions through its Committee, the Administration Committee and the Board of Education. The Board of Education is the supreme body in all matters relating to education and examinations.

**Secretariat:** III is headed by the Secretary-General. He is assisted by Director, Secretaries, Dy. Secretaries, Asst. Secretaries, Officers and Staff.

**College of Insurance** is situated in the same premises as of Insurance Institute of India. College is an institution of Higher learning in Insurance. Training on Life insurance Subjects, General Insurance subjects and various Management subjects are provided to insurance personnel at different levels. Training to Insurance Brokers and Insurance Surveyors is also provided in College of insurance.

**Accredited Learning Centers** are formed to fulfill the Institute objectives in providing study materials, training and tuition facilities and other learning aids to the candidates who prepare for the Institute's examination.

### **Examinations:**

Certificates and diplomas issued by III to candidates passing its examinations are recognized by the Insurance Regulatory and Development Authority and the insurers in India and abroad. These qualifications are also recognized by similar Institutes e.g. Chartered Insurance Institute (CII) in U.K., Life Office Management Association (LOMA), American Institute of Chartered Property and Casualty Underwriters (CPCU) (The Institutes) in U.S.A. and Insurance Institute of Canada. (Please refer to "Cross Recognition of III Qualifications").

The IRDA has recognized the Institute as the examining body to conduct pre-recruitment examinations for insurance agents as well as Pre-licensing test for Insurance Surveyors.

III conducts examination for the award of Certificates / Diplomas as under:

1. Licentiate, Associateship & Fellowship of III.

2. Certificate in Insurance Salesmanship (CIS)
3. Certificate in Foundation of Casualty Actuarial Science (Non-Life)
4. Specialized Diploma (Marine)
5. Specialized Diploma (Fire)
6. Specialized Diploma in Casualty Actuarial Science (Non-Life)
7. Pre-licensing test for Insurance Surveyors on behalf of IRDA

**Tuition Facilities:** Oral tuition classes are organized by the Associated Institutes and Accredited Learning Centers for preparing candidates for the examinations conducted by III. (Please refer to Lists of Associated Institutes and Accredited Learning Centers for contact details).

**e-Learning:** Institute has also introduced e-learning Modules providing as an additional tool of learning at Licentiate level.

**Online Examinations for Licentiate Level Papers:**

Online examinations are being introduced for Licentiate level. Candidates intending to take up Paper number 01, 02, 11 & 14 can appear for examinations on online mode. Candidates will be allowed to appear for any 2 papers a day.

Candidates interested in taking up Online examinations should indicate their option on III website. The examination fees will be the same as off-line. On-line examinations will be available only in English as of now. The pass marks also will be 60%, same as off-line examinations. Any correspondence in this matter should be addressed to

[salunhke@iii.org.in](mailto:salunhke@iii.org.in)  
[dandekar@iii.org.in](mailto:dandekar@iii.org.in)

**Study Materials:** The III publishes Study Materials for all the subjects prescribed for its examinations. In addition e-Learning (English) is available for Licentiate subjects

**Research:** The III encourages research and advanced studies in the area of insurance and related subjects.

**Knowledge Management Centre:** Institute has formed Knowledge Management Centre to arrange seminars on insurance and related subjects, to arrange research work on various technical subjects of Insurance and to publish news letters and Journals etc.

- The **S.K. Desai Memorial Medal and Prize** is awarded to the best essay or work of research on any area of insurance or related subjects.
- The **D. Subrahmaniam Award** is given to the best essay or work of research submitted by members who are not more than 45 years of age.
- The III invites original technical papers on specified insurance related topics. The author / authors of papers of high quality are invited to attend the annual conference of the Institute.
- III encourages Associated Institutes to organize research / advanced studies in Insurance on a project basis. The reports of approved projects are published and released at the annual conference.

**Prizes:** Different prizes are awarded for outstanding performance in different Examinations. (Please refer to Prize Scheme for details)



## 1. GENERAL REGULATIONS

1. These regulations are applicable for the following Examinations conducted by III.

- ☐ Licentiate, Associateship & Fellowship.
- ☐ Certificate in Insurance Salesmanship (CIS)
- ☐ Certificate in Foundation of Casualty Actuarial Science (Non-Life)
- ☐ Specialized Diploma (Marine)
- ☐ Specialized Diploma (Fire)
- ☐ Specialized Diploma in Casualty Actuarial Science (Non-Life)
- ☐ Pre-licensing test for Insurance Surveyors on behalf of IRDA

2. **Life Membership:** Only Life Members of the Associated institutes can appear for the examinations of the III. Persons residing or working at a place where there is an Associated Institute (Please refer to the List of Associated Institutes) have to be Life members of that Institute only. Persons who reside or work at a place where there is no Institute can become Life Members of an Institute near to their place of residence or work. Applications for Life Membership can be submitted through online also.

For online application also, candidates are requested to select their Associated Institute. **Life Membership Fees is included in registration fees for Licentiate exam.**

A candidate must mention in his/her examination form the name of the Institute of which he/she is a member and his /her life membership number.

3. (a) **Registration for examination:**

- (i) Candidate can register for the examination by availing the on-line registration facility through III website. The details of on-line registration are given under a separate topic of Online Registration in this Handbook.
- (ii) Candidate can also submit their examination entry form to the local Associated Institute nearest to their residence or office along with the fees as given in **TABLE OF FEES**. Candidates will be required to submit entry form available in the Associated Institute. The candidates can also submit the copy of the mark sheet downloaded from the website.

- (b) **Registration Fees :** Candidates registering for the Institute's examinations for the first time are required to pay registration fees as given in the **TABLE OF FEES** towards registration. **Please note a Life membership fees is included in Registration fees.**

With effect from the October/ November, 2010 examination it has been decided to charge the Registration fees in lieu of Diploma fees for Associateship and Fellowship examination . Candidates who have paid Registration fees at Associate / Fellow level need not pay any separate fees towards Diploma.

**Licentiate, CIS and Certificate course on Foundation of CAS: Registration fees include Life Membership Fees also.**

**For specialized Diploma course a separate registration and Registration fees will be required.**

**Associateship: Registration Fees includes Associate Life Membership fees, Election Fees and Issuance of Associateship Diploma.**

**Fellowship: Registration Fees includes Fellowship Life Membership fees, Election Fees and Issuance of Fellowship Diploma.**

**The Registration Number and the Registration Card will remain valid for all future examinations, except when there is a change in branch, as indicated in regulation below.**

4. (a) **Examination Entry Form** : When the results of an examination are announced, the Institute issues a mark sheet-cum- examination entry form indicating the results of the examinations appeared till then. **However, candidates awaiting their result may provisionally apply for the next examination without waiting for the result and examination entry form.**
- (b) **Submission of Form:** Examination entry form can be submitted (i) through Associated Institutes or (ii) **ONLINE** at III's website: [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com) **These are the only two channels available for applying for Examinations.**

Please avoid sending examination entry forms directly to Insurance Institute of India, Mumbai. **Forms sent directly will not be accepted. These may be returned to the candidate in due course only. Foreign candidates are allowed to send examination entry form directly to III.**

#### **Licentiate Level Papers**

*Online examinations are being introduced for Licentiate level.*

**Note:** Candidates who submit examination entry forms late will have to pay late fees. Further delay will cause them to miss their chance to appear in the examination. To avoid such unpleasant situation due to postal delays, unexpected travels of candidates etc., we advise candidates to submit their provisional examination entry forms well in time without waiting for their results cum examination entry forms.

5. **Requirement for Passing the exam** : In respect of Papers 01, 02, 11 and 14 which are objective, candidate who obtains 60% or more marks in any one subject will be declared as having passed in that subject. In case of all other papers, a candidate who obtains 50% or more marks in any one subject will be declared as having passed in that subject. If a candidate obtains at least 75% of the maximum marks in any subject, he/ she will be deemed to have passed with Distinction in that subject. Certificates / Diplomas will be issued to candidates only on their completing all the papers. AIII and FIII Diploma will be awarded only after the candidates are duly elected as Associates and Fellows of the III as per Bylaws of the Insurance Institute of India.
6. **Time Limit:** There is no time limit for passing the professional examinations of the III. However credit points will be valid as per prevailing rules.
7. **Time Table:** The time-table for May 2012 examination is incorporated in this Handbook.

**“According to the time-table, more than one paper may be slated for the same time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the time-table for the subjects chosen by them. In the event of a clash, candidates should select a different subject. No refund or carry forward of examination fees is permitted due to Wrong or unsuitable selection. A candidate can appear for examination in one subject only in one session”.**

**The Board of Education reserves the right to alter and / or amend the dates and programmes of the examinations.** Such changes or alteration will be intimated to Associated Institutes and also posted in the website of the III. Candidates will not be advised individually. No application for refund of the fee will be accepted on the ground of postponement or changes in the examination schedules.

8. **Admission Cards:** Admission cards will be available on our website. [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com). Candidate can download the Exam Hall Ticket from Website by entering Registration number. Candidates can find out their Registration number by selecting their exam center and entering few characters of their names and address on website. The admission cards will be uploaded two weeks prior to examination.

Admission cards will also be posted by post about two weeks prior to the commencement of the examinations, to every registered candidate. Details of the center and the presiding officer will also be available on the III's website 15 days prior to the date of Examination.

The candidates should produce a valid identity card issued by a Government Authority having photograph and signature of candidate for getting entry to the Examination Hall. An acceptable Identity proof includes:

- a). Passport
- b). Driving License
- c). Pan Card
- d). Voter ID card
- e). Identity card issued by employer
- f). In case of students, identity card issued by college / university.

Incase of (e) and (f), the Identity card should have photograph/ signature. Railway/Bus I.D cards are not acceptable.

9. **Certificate of Attendance:** A Certificate of Attendance will be issued to all candidates who appear at the listed centers, by the Presiding Officers or by the authorized Invigilators. No request for separate certificate will be entertained either by the III or by the Associated Institute.
10. **Examination Centers:**
- (a) Examination will be held only at such places where satisfactory arrangements can be conveniently made for conducting the examinations and where there are sufficient numbers of candidates. Further, the Board of Education reserves the right to reduce the number of examination centers at its discretion.

- (b) The list of examination centers (Indian & Overseas) is given in this Handbook. There is however, no assurance that May 2012 examination will necessarily be held in those centers.
- (c) While completing entry forms, candidates in India are requested to mention the centers where they wish to be examined. Two centers must be mentioned in order of preference.
- (d) If the examination is not held at the centre or centers selected by the candidate, he will be allotted a centre nearest to the centre selected by him and candidate will be required to appear from that centre only.
- (e) While completing entry forms, overseas candidates are requested to mention the centers where they wish to be examined. Two centers must be mentioned in order of preference
- (f) If the total numbers of candidates opting for an overseas centre are less than 5, Insurance Institute of India may not conduct examination at that centers and fees will be refunded to those candidates.

11. **General :**

- (a) **Change of Centre:** It is allowed only if the request of change of centre reaches to the III office, Mumbai on or before the prescribed date given on the Calendar of Important Dates. Error in the submission of entry form will not entitle the candidate to claim either refund or adjustment of entry fees paid by him. The fee paid shall be forfeited in such circumstances.
- (b) **Change of address:** While intimating the change of address, candidates must give their old address besides the name of the centre, registration no. and the name of the Associated Institute of which they are members.
- (c) **Withdrawal from Examination : 50% of the examination fees will be refunded if application for withdrawal from examination reaches the III's office, Mumbai, on or before the prescribe date given in the " Calendar of Important Dates. All such requests should be addressed and sent directly to the Insurance Institute of India, Mumbai and not through the Associated Institutes.**

Candidates have to insure that they satisfy the conditions of eligibility at the time of application. If found not eligible or not fulfilling criteria specified for appearing examination, he/ she may not be allowed to write the examination or his/ her paper may not be evaluated or the result may not be declared.

- 12. **Payment of fees:** Fees, as per the Table of Fees should be paid within the scheduled date, to their respective local institutes or through online gateway. Forms forwarded directly to the Institute are liable to be rejected. All forms should contain the code number of Employers and Qualification as per the list given in the Handbook.
- 13. **Publication of Results:** The examination results can be downloaded from the web site, normally in January for the November examination and in July for May examination. All the candidates will also be advised by Post, the marks secured by them in the examination. The candidates who do not receive the result intimation by the end of July for May examination

and by the end of February for November examination, should write to “Mr.B.S.Rathaur, Grievances Officer” of the Insurance Institute of India at Mumbai for a duplicate copy.

14. **Revaluation/ Retotalling:** The Institute has a revaluation/ retotalling system for its professional examinations, as follows:

The revaluation system is not available for Pre-licensing test for Insurance Surveyors and for **Objective papers 01, 02, 11 & 14.**

**Retotalling is available only for Offline Licentiate examination and Pre-licensing test for Insurance Surveyors.**

**Revaluation:** Revaluation/ Retotalling will be carried out only for those candidates who have failed.

Candidates who wish to take advantage of the facility of revaluation/ retotalling of marks should apply before the **prescribed date** with a remittance of the requisite fees as given in **TABLE OF FEES** through Demand Draft/Online payment giving details such as the Mobile number/Contact number, Email id, Registration Number, the Centre of Examination, Address for Communication and the name and paper number subject or subjects for which revaluation/ retotalling is required.

**Revaluation/ Retotalling** fees will not be refunded to the candidates even if he/she is declared pass in the subject applied for revaluation. **Request for Revaluation/ retotalling of papers passed, will not be accepted under any circumstances.**

15. **Tuition Facilities:** Effective Tuition Service is considered essential to prepare candidates for the III's examination at all levels. In view of this objective, many associated institutes and Accredited Learning Centers are arranging Oral tuition service as per their convenience normally after office hours or on holidays with the active involvement of experienced tutors. Candidates have to contact these institutes for the tuition facilities.

**Membership of Local Institute:** Candidates are required to become members of Associated Institutes as a pre-condition to opt for Oral Tuition Service.

The Institute has discontinued **Postal Tuition Service** for the time being.

**e-Learning:** In accordance with the needs of the changing times, the Institute has brought out an e-Learning module (in English) for Licentiate candidates. The module provides much beyond the course material in terms of web-links, blogs, self learning questions etc. To find out how to avail of the e-Learning facility and the costs involved, please visit III website.

16. **Reading Material:** Study Courses for various subjects are available from the Insurance Institute of India office at Mumbai or from the Associated Institutes. The price list of the study courses is provided in this Handbook.

Members of the Associated Institutes are advised to purchase courses from their Institutes and approach the Insurance Institute of India at Mumbai only when their requirements are not met locally. Considering the time taken in postal transit, it normally takes a fortnight or more for a study course packet to reach a candidate, if order is placed at III Mumbai.

The courses are dispatched by Registered Post Parcel. All reasonable care is exercised in sending them but the Institute accepts no responsibility for loss or damage in transit and / or non-delivery. In case of non-delivery candidates are advised to take up the matter with the postal authorities. Delay in dispatch and non-receipt of courses will not entitle candidates to claim refund of amount.

**E-Learning (in English) is available for Licentiate level.**

17. **Examination conditions:** Candidates are **not permitted to keep books, notes, periodicals, mobile phones** etc. with them in the examination hall at the time of the examination and / or use of mathematical tables (except those supplied by the Institute for use in the examination hall by the candidates) etc. during the examination. Possession of the above mentioned or like items would be construed as adoption of unfair means. The use of simple calculator is permitted during the course of answering the paper. Scientific calculators programmable calculators, calculators on mobile devices etc. are not allowed. However, the Institute does not take any responsibility for providing such calculators. Further, the candidates are forbidden to write their names in the answer scripts or supplements. Candidates may carry drinking water bottle for self use.
18. **Miscellaneous:**
- (a) The Board of Education takes the view that serious punishment should be awarded to candidates who resort to unfair means. Accordingly candidates who do so run the risk of being temporarily or permanently debarred from sitting at further examinations of the Institute by the Board of Education or the Authority empowered in this behalf.
  - (b) Where the Board of Education has reason to believe that unfair means have been adopted by a number of candidates individually or in concert at any examination centre or there has been mass copying or there has been leakage of question papers, the Board of Education may cancel the result of all the candidates who appeared at any centre or centres. This may not be specific to the location/ paper/ date/ session directly connected to the malpractice. The decision of the Board of Education in this respect shall be final and binding on the candidates.
  - (c) The Board of Education or the authority empowered in this behalf shall have the right:
    - (i.) to disqualify a candidate who, they have reason to believe has received or given unfair assistance at the examination;
    - (ii.) to cancel the result of such candidate in all or any of the papers of the examination at which he may have appeared;
    - (iii.) to report his name to his employers/Institutions/Associated Institute and
    - (iv.) to take such other action against him as the Board / the Authority in its absolute discretion, deems fit. The decision of the Competent Authority shall be final and binding on the candidates concerned.
  - (d) The Competent Authority empowered to debar a candidate temporarily or permanently from sitting at further examinations of the Institute or to take any action as provided in clauses (a,b,c) above is the Dy. Chairman Board of Education.

- (e) Any appeal against the decision of the Dy. Chairman Board of Education, can be made to the Board of Education, within three months from date of receipt by the candidate concerned of the communication conveying the decision.

**NO APPEAL SHALL LIE AGAINST ANY DECISION OF THE BOARD OF EDUCATION.**

The Chairman, Board of Education and or the Deputy Chairman, Board of Education, may from time to time, issue such instructions or directions as may be necessary to give effect to and carry out the provisions of these Regulations and in order to secure effective control over the candidates appearing and / opting to appear for the examination at any centre or centres as the circumstances and nature of the case may require.

In all cases the Board's decision regarding success or failure of a candidate shall be final.

19. **Liability of Insurance Institute of India:** Under any circumstances the liability of the Insurance Institute of India shall be limited to a refund of examination fee paid for the concerned examination.
20. **Alterations to Syllabus and Regulations:** The Board reserves the right to alter, amend or revoke from time to time, the time-table, syllabus and rules providing for all matters relating to the examinations and the fees payable by candidates.

All communications about these Regulations should be addressed to the Secretary-General, Insurance Institute of India, Plot No.C-46, G-Block, Near Dhirubhai Ambani International School, Bandra Kurla Complex, Mumbai – 400 051.

**Secretary-General**

## 2. PROFESSIONAL EXAMINATIONS

1. **Scheme of Study:** The structure of courses for various levels of examination is shown under the heading **STRUCTURE OF QUALIFYING EXAMINATIONS** in this Handbook.
  - (a) **CIS EXAMINATION:** This course is aimed to enhance professional standards among the insurance agents /advisors.
  - (b) **LICENTIATE EXAMINATION:** This is essentially an introductory course dealing with the fundamentals of Principles and Practice of Insurance (Life and Non-Life) and Regulations of Insurance Business.
  - (c) **ASSOCIATESHIP EXAMINATION:** At this level, students may have option to chose subjects either Life and Non-Life or both combined. The scheme of study provides knowledge of technical subjects in the chosen branch. However, candidates will have to get familiar with the practical aspects related to these subjects.
  - (d) **FELLOWSHIP EXAMINATION:** This is the highest level and involves advanced studies of specified areas.
  - (e) **CERTIFICATE COURSE ON FOUNDATIONS OF CASUALTY ACTUARIAL SCIENCE:** This course deals with the basic fundamentals of General Insurance Actuarial techniques for scientific determination of premium rates.
  - (f) **SPECIALIZED DIPLOMA ON MARINE INSURANCE:** This a specialized diploma in Marine Insurance. This deals with Marine coverages, underwriting, rating and claim aspects.
  - (g) **SPECIALISED DIPLOMA ON FIRE INSURANCE:** This is a specialized diploma in Fire Insurance. This deals with Fire Coverages, Fire rating and Underwriting and Claim aspects o Fire Insurance.
  - (h) **SPECIALISED DIPLOMA ON CASUALTY ACTUARIAL SCIENCE:**  
After completion of Certificate course on Foundation of Casualty Actuarial Science, a candidate is eligible to take this course. This specialised course deals **Basic Ratemaking** and **Estimating Unpaid Claims Using Basic Techniques** in addition to subjects IC01, IC11, A-1 and A-2.

The study courses form only the basic knowledge relating to the subject. In addition, students are expected to refer to the recommended readings. Students appearing for Associateship and Fellowship papers, will have to understand how the concepts in the study courses will apply in practical situations. They are also expected to be well aware of current developments in the industry.

### 2. Eligibility to Appear:

- (a) A candidate will be eligible to appear for the Licentiate examination if he has
  - (i) successfully completed Matriculation, S.S.L.C., S.S.C. or any equivalent examination; OR
  - (ii) has worked with an insurer either in the field or in the office, for a period of at least three years prior to the date of submission of his entry form.



- (b) Any person who has passed or deemed to have passed because of exemptions, the licentiate examination of the Institute will be eligible to appear for the Associateship examination of the Institute.
- (c) Any person who has passed or deemed to have passed because of exemptions, the Associateship examination of the Institute and has been admitted as an Associate member of the Institute, will be eligible to appear for the Fellowship examinations of the Institute.
- (d) Any member of the Associated Institute is eligible to appear for the Certificate in Insurance Salesmanship (CIS) Examination.

### 3. **Pattern of Questions:**

**The questions for Licentiate examination will be objective in nature and will consist of multiple choice type questions. The examination will be of two hours duration and will be conducted as per the revised syllabus.**

In respect of CIS Examination, four questions in each subject will be of objective nature and the rest will be subjective. For Associateship & Fellowship examinations, the questions will be subjective. Problems and case studies may also be given for analysis. For specialized Diploma the question papers (other than subjects 01 and 11) will be subjective. **The examination will be of three hours duration.**

Question papers of all examination will be collected back from the candidates. Candidates are expected to attach the question papers along with the Answer-books. Question papers of descriptive type (other than objective type) papers will be available on III website after the examination is over.

### **ONLINE EXAMINATIONS FOR LICENTIATE LEVEL PAPERS**

For details please visit our website [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com)

### 4. **Optional Use of Hindi:**

- (a) The Question papers for CIS examination i.e. paper no.30 &31 will be set in all major regional languages besides Hindi and English, whereas paper no.32 which will be set bilingually i.e. in Hindi and English only.
- (b) The Question papers for Papers no. 01 to paper no79 will be set bilingually i.e. in Hindi and English .
- (c) Question papers of 28,47, 81,82,83, 84,85,86,88,90,92, 99,A-1,A-2, A-3 and A-4 will be provided in English only. However, the candidates at Papers 83, 85,86,88,90 and 99 will have the option to answer in Hindi or English. **Candidates will not be permitted to answer papers partly in Hindi and partly in English.**

### 5. **Regional Languages:**

Candidates for CIS Examination may write the answers in selected major regional languages viz. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil and Telugu besides Hindi. (Except Paper No.32)

**Note : Candidates should state the medium of answering the papers while filling up the Entry form. The Registration number should be written in English only.**

**6. Associateship Examination:**

Candidates earn minimum 60 credit points and cleared compulsory subjects of Licentiate will be granted Licentiate certificate and will be eligible for Associateship Examination.

**7. Fellowship Examination:**

Candidates having earned with minimum  $60+190=250$  credit points and cleared compulsory subjects of Associateship examination shall be deemed to have passed the Associateship and will be eligible for Fellowship examination.

**8. Certificate course on Foundations of Casualty Actuarial Science:**

The Insurance Institute of India has launched a certificate course titled “**Foundations of Casualty Actuarial Science**” (**General Insurance**) for the benefit of persons interested in the field of General Insurance Actuarial Science. The first examination was offered in November 2007 along with the Professional Examinations.

The course comprises following subjects

1. Principles of Insurance (IC01)
2. Practice of General Insurance (IC11)
3. Foundations of Casualty Actuarial Science (IC A-1)
4. Foundations of Casualty Actuarial Science (IC A-2)

The offering of this course is an attempt to create sufficient technical knowledge of General Insurance Actuarial Techniques for scientific determination of premium rates.

In order to encourage existing Life members of Insurance Institute of India, the Institute has decided to exempt Candidates who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will also get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

It may kindly be noted by the candidates desirous of appearing for the above exams that a strong Mathematical background and vigorous study of the subject matter is necessary for passing the examinations successfully. The exam will be held only twice a year i.e. in April/May and October/November along with the Professional Examination.

**10. Specialized Diploma (Marine Insurance):** This consists of Five Subjects.

In order to encourage existing Life members of Insurance Institute of India, the Institute has decided to exempt candidates who have already successfully completed its Licentiate or Associateship or Fellowship examination from appearing in Paper No.01 (Principles of Insurance) and Paper No.11 (Practice of General Insurance) as mentioned above.

1. Principles of Insurance (IC01)
2. Practice of General Insurance (IC11)
3. Marine Coverages (IC68)
4. Marine Rating and Underwriting (IC69)
5. Marine Insurance Claims (IC66)

**11. Specialized Diploma (Fire Insurance):** This consists of Five Subjects.

In order to encourage existing Life members of Insurance Institute of India, the Institute has decided to exempt Candidates who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will also get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

1. Principles of Insurance (IC01)
2. Practice of General Insurance (IC11)
3. Fire Insurance Coverages (IC58)
4. Fire Rating and Underwriting (IC59)
5. Fire Insurance Claims (IC56)

**12. Specialized Diploma (Foundation of Casualty Actuarial Science)**

We have also received permission of introducing and republishing additional two new papers for Casualty Actuarial Science from Casualty Actuarial Society, USA. These two subjects are (i) Basic Ratemaking and (ii) Estimating Unpaid Claims in addition to Foundation of Casualty Actuarial Science papers.

This consists of total six Subjects.

1. Principles of Insurance (IC01)
2. Practice of General Insurance (IC11)
3. Foundations of Casualty Actuarial Science ( A-1)
4. Foundations of Casualty Actuarial Science ( A-2)
5. Basic Ratemaking (A-3)
6. Estimating Unpaid Claims Using Basic Techniques (A-4)

Candidates passed Certificate course on Foundation of Casualty Actuarial Science conducted by Insurance Institute of India will get exemption in Paper no. 01,11,A-1 and A-2.

Further in order to encourage existing Life members of Insurance Institute of India, the Institute has also decided to exempt Candidates who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will also get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

### 3. PRE- LICENSING TEST FOR INSURANCE SURVEYORS

1. The IRDA has authorized the Institute to conduct Pre-licensing test for Insurance Surveyors, as required by the IRDA regulations.
2. Detailed information regarding eligibility, syllabus, enrolment, examination fees, dates, etc., is posted in the Institute's website as well as in the IRDA's website [www.irda.gov.in](http://www.irda.gov.in)
3. This examination will be conducted along with the other examinations of the Institute twice a year in India.
4. Persons enrolled with the IRDA as trainee surveyors, who have undergone the prescribed practical training and have submitted their quarterly training reports as per the norms to the IRDA are eligible to appear in the pre-licensing test for insurance surveyors. They may download the application form from the IRDA's website or the Institute's website and send it duly filled to the Institute directly, along with the appropriate fees, as stated in the 'Table of Fees' given in this Handbook before the last date. Incomplete application forms are liable to be rejected
5. Pre-licensing test for Insurance Surveyors will be conducted in the following subjects  

Section I	(S-01) Principles and Practice of General Insurance and Insurance Surveys
Section II	(S-02) Fire Insurance
	(S-03) Marine Cargo
	(S-04) Marine Hull
	(S-05) Engineering Insurance
	(S-06) Motor Insurance
	(S-07) Miscellaneous Insurance
	(S-08) Loss of Profits

The examination is conducted both in Hindi & English. Study courses for the above subjects can be purchased from the Institute. The cost of the study course for subject S-01 i.e. (IC S-01) is Rs.350. It is available in English only. For details please see the **PRICE LIST OF STUDY COURSES** given in this Handbook. Regarding other subjects candidates are welcome to refer the books published by III on the relevant subjects.

#### 4. DIPLOMA – ASSOCIATESHIP & FELLOWSHIP

1. With effect from October / November, 2010 professional examinations, the registration fees as given in the TABLE OF FEES is to be paid by the candidates registering for Associateship and Fellowship examination for the first time for compulsory subject of that Diploma. **No separate fee for Diploma and commutation of Membership is** to be paid on passing the examination.  
After the candidate passes the Associateship / Fellowship examination the Diploma will be directly sent to the candidate along with the mark sheet, provided the registration fee/diploma fees has been paid and the necessary Election form is duly submitted.
2. **Duplicate Diploma:** The candidates desirous of having a duplicate diploma will be required to pay the necessary charges as given in the **TABLE OF FEES** along with an application letter for the same.
3. The candidates who have passed the Associateship and Fellowship examination prior to October / November, 2010 examination and who have not commuted the diploma so far will have to fill the necessary Election form available on our website and pay the requisite fees as given in the **TABLE OF FEES** for **ASSOCIATESHIP / FELLOWSHIP DIPLOMA (OLD)**.
4. **Admission of Fellows and Associates of Chartered Insurance Institute, Institute of Actuaries and Faculty of Actuaries:** The Institute admits Fellows and Associates of the Chartered Insurance Institute, Institute of Actuaries and Faculty of Actuaries as its Fellows / Associates.  
Such Fellows and Associates should have at least 10 years and 7 years standing in the profession respectively and their membership in their respective professional bodies should be in force at the time of applying for election. Further queries may be addressed at the following email ids [msraikar@iii.org.in](mailto:msraikar@iii.org.in), / [gandhi@iii.org.in](mailto:gandhi@iii.org.in)/ [rathaur@iii.org.in](mailto:rathaur@iii.org.in)

Intending members should apply to the Institute in the prescribed election form available on our website together with the requisite fee.

The application should be accompanied by:

- (a) Election form duly completed with the requisite fee.
- (b) Particulars of membership of the C.I.I., Institute of Actuaries or Faculty of Actuaries as the case may be.
- (c) Necessary proof to the effect that applicant is a member of a Associated Institute.
- (d) A declaration to the effect that the applicant possesses the required number of years standing in the profession.
- (e) Copies of Diploma / Mark sheet submitted must be duly attested by the certifying Institute.

## 5. ON-LINE REGISTRATION

Candidate seeking admission to any of our professional examination can register/enroll by the click of mouse on our website [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com). Under the link “Admission” the user can access to the corresponding link of examination

The **online admission** facility is available on our website for following types of examination:

Licentiate – New registration
Licentiate – Already Registered
Associateship
Fellowship
CIS – New registration
CIS – Already Registered
Surveyors – Already Registered
Actuarial Science Certificate/ diploma – New Registration
Actuarial Science Certificate/ diploma – Already Registered
Specialised Diploma Marine/Fire – New Registration
Specialised Diploma Marine/Fire – Already Registered

At present candidates can make payments to Insurance Institute of India online, real-time using the Billdesk Directpay Gateway. Candidates can use Visa, Master card, Online Net Banking options with over 40 Banks. Online registration window shall remain active till the last date mentioned for receipt of forms.

Steps to be followed while enrolling for the examination through this window by the candidate:

- I. Fill the Registration form with proper and accurate details.
- II. Note the Unique ID, which is generated.
- III. Note the transaction ID while it is flashed on the screen before entering into the “Axis payment gateway”. Fill the details of Credit/Debit Card after going to “Payment gateway”.
- IV. **You will receive Auto mail & SMS. In case, you do not receive mail, you can check confirmation of payment on III website by going through ‘Confirmation of Online Registration Payment’ option.**
- V. Registration shall be deemed valid only in case of successful receipt of payment. In case payment is unsuccessful, first check with your Credit/Debit Card Company or else contact with Administrator (Accounts Department) before registering again to avoid Duplicate Processing on following: Email ID [accounts@iii.org.in](mailto:accounts@iii.org.in).
- VI. Please mention transaction ID and Unique ID as a reference while entering into any kind of pre - examination correspondence with the Institute.
- VII. Candidate should submit the requisite documents to the Institute to effect any change of name in our database as the name correction will not be effected in absence of valid proof.

In Case of Double Payment of Fees, you are requested to follow the procedure for refund given below:

- I. You have to request your credit card company to revert back one transaction by filling query form of your credit card company.
- II. Your credit card company will approach our banker for the same and our banker will forward the request to us.
- III. After verification of our records we will instruct our banker to pay back the amount immediately.
- IV. The amount will be directly credited to your Credit / Debit Account.

Above entire process will take about 20 days.

## 6. ON-LINE PAYMENT

The online payment facility is available on our website for following types of transactions.

Fees for:

Associateship/Fellowship Diploma fee
Duplicate Associateship/Fellowship Diploma
Duplicate Associateship/Fellowship Diploma I-Card
Duplicate Mark sheet and Certificate
Study Material Application
Transcript Application
Retotaling Application (only for <b>Licentiate and Pre-licensing test for Insurance Surveyors</b> )
Revaluation Application ( <b>except for Licentiate and Pre-licensing test for Insurance Surveyors</b> )
<b>e-Learning (in English) Application</b>

Using this facility, candidates can make payments to Insurance Institute of India online, real-time using the Billdesk Directpay Gateway. The candidates can use Visa, Master card, Online Net Banking options with over 40 Banks.

During the registration for examination, the candidates have an option to purchase the study material (**BOOKS**) of examination. **E-Learning (in English) is available for Licentiate examination.**

### **Online Examination for Licentiate Level Papers**

*Online examinations are being introduced for Licentiate level.*

*The examination fees will be the same as off-line. On-line examinations will be available only in English as of now. The pass marks also will be 60%, same as off-line examinations. Any correspondence in this matter should be addressed to. [salunhke@iii.org.in](mailto:salunhke@iii.org.in)  
[dandekar@iii.org.in](mailto:dandekar@iii.org.in)*

For further details please visit our website.



## 07. EXEMPTION IN PROFESSIONAL EXAMINATIONS

Exemptions are available to candidates in the professional examinations subject to fulfillment of certain conditions. The details are as under:

1. **Exemption in CIS Examination:**

An agent / advisor who has undergone 50/100 hours training and has passed pre-recruitment test either in Life or in General Branch and wish to appear CIS Examination, will get exemption in paper No.30 **Practice of Life Assurance in case of Life branch** and Paper No.32 **Practice of General Insurance in case of General Branch**. Such candidates have to appear in only one paper i.e. Paper No 31 (**Insurance Salesmanship**). While applying for CIS examination candidates have to pay Rs.500/- Exemption fees besides Registration fees and Examination fees along with the **EXEMPTION FORM FOR CIS EXAMINATION** duly filled in.

2. **Exemption in Licentiate Examination (Subjects 02 / 11) :**

Candidate who have passed the CIS Examination in life branch as per the revised syllabus will get exemption in Licentiate Examination in Paper No.02 i.e. Practice of Life Assurance and candidates who have passed CIS Examination in General Branch as per the revised syllabus will get exemption in Licentiate examination in Paper No.11 i.e. Practice of General Insurance.

Such candidates will have to appear only in two common papers i.e. Paper No.01 - Principles of Insurance and Paper No.14 – Regulation of Insurance Business. No exemption fees will be required to be paid and the candidates will have to pay Registration fees and Examination fees along with the **EXEMPTION FORM FOR LICENTIATE EXAMINATION** duly filled in.

3. **Exemption from entire Licentiate Examination:**

The exemption from entire Licentiate examination will be available to the following candidates:

- (a). Candidates who have passed Vocational Course-Life or Non-Life (10+2) conducted by Central Board of Secondary Education, New Delhi.
- (b). Insurance Graduates of S.N.D.T. University, Mumbai and Gandhigram University, Tamilnadu.

4. **Terms and conditions to get exemption in Licentiate:**

- (a) Candidates should pass the Vocational Course i.e. Life or Non-Life or Graduates of S.N.D.T. University or Gandhigram University with a minimum of 50% marks in each subject in their **First** attempt. For S.N.D.T. Graduates and Gandhigram Graduates, University will certify about first attempts by issuing a certificate.
- (b) Certified Xerox copy of mark sheet to be enclosed with the normal examination entry form for Associateship with a covering letter for claiming exemption from entire Licentiate Examination.
- (c) Remit Rs.1500/- (covering 3 subjects) towards Exemption fee. Besides enroll as a member of the Local Insurance Institute or include Rs.700/- towards Registration Fees on / or before 16<sup>th</sup> July for October / November Examination and 11<sup>th</sup> February for May Examination.

- (d) Pay the Examination fee @ Rs.500/- per subject for Associateship + Rs.700/- towards Registration fee.

Candidates should forward directly the Examination Entry form along with all requirements and fee by Demand Draft favoring Insurance Institute of India, payable at Mumbai. The candidates who are not able to submit the form within the normal due date should include late fee of Rs.500/-. However, no forms will be entertained after the closing date with **late fee**.

## 5. Exemption from Associateship Examination upto Oct. 2012.

(A) Looking after the dynamics of the economic environment, the significant progress and development in Insurance Industry and the dearth of technically qualified personnel in insurance industry, the Institute has considered to grant the exemption at the Associateship level upto Oct. 2012 (from April/ May 2013 onwards subject wise exemption on the basis of credit point system will be applicable) to candidates who have successfully passed:

- (1.) MBA programme of two years duration in insurance conducted by National Insurance Academy, Pune.
- (2.) Post Graduate Diploma in Life, General Insurance and Risk management programme of Institute of Insurance and Risk Management (IIRM) Hyderabad.
- (3.) MBA programme of two years and Post Graduate Diploma program of one year duration in insurance conducted by Amity School of Insurance and Actuarial Science Noida (U.P.)
- (4.) PGeMBA diploma in insurance conducted by Mumbai Educational Trust (MET) Mumbai.
- (5.) Post Graduate MBA Degree in Insurance conducted by National law University Jodhpur.
- (6.) MBA Programme in two years duration insurance of conducted by Birla Institute of Management Technology (BIMTECH) with the exemption not entitled to the candidates to become AIII Greater Noida (U.P.)

### (B) Terms and conditions for claiming Exemption in Associateship:

- (a) Candidates should have passed the above examinations with a minimum of 50% marks in each subject. They will have to produce original certificate of having acquired the qualification from respective examination bodies along with the normal examination entry form for Fellowship examination with a covering letter for claiming exemption in the respective exam / subjects.
- (b) The candidate will be required to pay the registration fees, exemption fees and such other charges as may be payable by them as per the rules of the Institute in force from time to time. The details of fees is given in the **TABLE OF FEES**.
- (c) Candidates who have completed the above programs in Life Branch will be exempted from appearing for Licentiate and Associateship examination in Life Branch and similarly candidates who have completed the above programs in General Branch will be exempted from appearing for Licentiate and Associateship Examination in General

Branch irrespective of the subjects selected by them (Candidates will not get exemption in Associateship exam for Fire, Marine, Miscellaneous branches). Any further Specialization at the Associateship level will only be subject to candidate appearing for the examination.

- (d) Candidates should pass at least one subject of Fellowship Examination to get the Certificate of Exemption from Licentiate / Associateship examination. Such candidates will get FIII diploma only after passing remaining subjects of fellowship. i.e. a candidate has to pass and acquire total 240 credits to pass fellowship with one actuarial paper.
- (e) With the above exemption (upto Associateship,) a candidate is not entitled to become AIII.
- (f) The above qualifications will get exemption upto Associateship till October 2012 and they have to pay Fees Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + six papers exemption fees i.e. Rs. 3000/-+ Registration fees for Fellowship Rs 600/-+Exam fees @ Rs.500/- per subject.

These candidates (From Sr. no. A.1. to A.6.) will appear for Fellowship examination and accumulate 240 credit points from the 11 subjects of Fellowship papers i.e. subjects starting from subject 81 to subject 99 with one compulsory Actuarial paper. i. e. either paper 81 or 84 or 92. Such candidates are even can appear Paper no. 28 and 47 as compulsory under fellowship level.

**6. After Oct. 2012 Examinations all the candidates who acquire qualification mentioned at Sr. nos. 5.(1.) to 5.(6.) if they register for professional exams will be allotted 220 credits points.**

## **7. SUBJECT- WISE credit and Exemption**

- (a) (i) Candidates of Associates and Fellows of the **Chartered Accountants Institutes of India (ACAI)** get 100 credit points and will have to appear and PASS following compulsory subjects i.e. papers 01, 02 or 11, paper 22 / IC-45) and such candidates can select other papers to accumulate the required 250 credit points to get the Associateship Diploma of III from May, 2012.

Associates and Fellows of **Chartered Accountants Institute of India (ACAI)** are **not** allowed to appear Papers 26, 89 and 99.

Fees will be Rs.700/-as Fresh Registration +Exemption fees for 3 papers i.e.  $500 \times 3 = 1500/-$  + Exam fees @ Rs.500/- per subject. Registration fees for Associateship and Fellowship will be applicable while applying Compulsory papers of respective examinations.

- (ii) Associates and Fellows of the Chartered Accountants Institutes of India (ACAI) possessing Diploma in Insurance Risk Management ( DIRM) qualification conducted by Chartered Accountants Institutes of India gets 180 credit Points and Will have to PASS any one of the following subjects (IC-22 / IC-45) to get Associateship Diploma from May, 2012.Candidates of Associates and Fellows of **Chartered Accountants Institute of India (ACAI)** with **DIRM** will not be allowed to appear Papers 01, 11, 26, 82, 89 and 99.Fees will be Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + papers exemption fees i.e. Rs. 1500/-+ Exam fees @ Rs.500/- per subject. Registration fees Fellowship will be applicable while applying Compulsory paper of Fellowship.

(b) Candidates of who have passed Master of Finance Management (Risk and Insurance) two years degree course from **Banaras Hindu University** gets 220 Credit Points. **And** Will have to PASS any one subjects (IC-22 / IC-45 ) to get Associateship Diploma. Candidates passed from BHU will not be allowed to appear Papers 01,02,11,14,26,28,46,57,67,72,78,83 and 90 from May, 2012. Fees will be Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + five papers exemption fees i.e. Rs. 2500/-+ Exam fees @ Rs.500/- per subject. Registration fees Fellowship will be applicable while applying Compulsory paper of Fellowship.

(c) Candidates of who have passed MS Insurance one year full time residential Degree course for 'Engineering Degree Holder' from **National Law University Jodhpur** gets 220 Credit Points and Candidate Passed MS insurance Will have to PASS any one of the following subject (IC-22/26/46)to get Associateship Diploma and will not appear Papers 01,11,14,45,57,67, 72,74,77,75,85 and 86 from May2012. Fees will be Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + five papers exemption fees i.e. Rs. 2500/-+ Exam fees @ Rs.500/- per subject. Registration fees Fellowship will be applicable while applying Compulsory paper of Fellowship.

(d) Candidates of who have passed MBA in Insurance and Banking (Two Years Course) from **Amity School of Insurance and Actuarial Science, Noida** gets 220 Credit Points and MBA in Insurance & Banking (Two Years Course). Will have to PASS one subject ( IC 22/45 ) to get Associateship Diploma and will not be allowed to appear Papers 01,02,11,14,26,27, 46,57,67,72,74,77,78,83,85 and 86 from May, 2012. Fees will be Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + five papers exemption fees i.e. Rs. 2500/-+ Exam fees @ Rs.500/- per subject. Registration fees Fellowship will be applicable while applying Compulsory paper of Fellowship.

(e) Exemption to the candidates of who have passed MBA-IFS (Two Years Degree Course) from **Central University of Himanchal Pradesh, Dharamshala** gets 220 Credit Points and Will have to PASS any one subject (IC-22 / IC-45) to get Associateship Diploma. Candidates passed from CUHPD will not be allowed to appear Papers 01,02,11,14, 26,46,88,89 and 90 from May, 2012. Fees will be Rs.700/-as Fresh Registration +Exemption fees 3 papers i.e.  $500 \times 3 = 1500/-$  +Rs. 700/-Registration Fees for Associateship + five papers exemption fees i.e. Rs. 2500/-+ Exam fees @ Rs.500/- per subject. Registration fees Fellowship will be applicable while applying Compulsory paper of Fellowship.

#### **Terms and conditions for claiming Credits :**

- (i). Candidates should have passed the above examinations with a minimum of 50% marks in each subject. They will have to produce true copy of certificate of having acquired the diploma and Degree qualification from respective examination bodies along with the examination entry form.
- (ii). The candidate will be required to pay the registration fees, exemption fees and such other charges as may be payable by them as per the rules of the Institute in force from time to time. The detail of fees is given in the **TABLE OF FEES**.

- (iii) Xerox copy of mark sheet be enclosed with the normal examination entry form duly filled in with a covering letter for claiming exemption from the respective subjects of Licentiate and Associateship through respective Institution.
- (iv) The credit points system of Exemption will be effective from May 2012 for a period of 3 years.

## 08. ESSAY WRITING COMPETITIONS

1. **S.K. Desai Memorial Gold Medal & Prize :** The Institute conducts Essay Writing Competition known as “The S.K. Desai Memorial Essay Writing Competition” annually and invites original contribution in the form of either an essay or work of research, on current or historic importance, whether life or general or related topics from the members of the Associated Institutes in India and members of Institutes in the Afro-Asian Regions for the **Cash prize of Rs.30,000/- and merit certificate.** The S.K.Desai Memorial Medal is the highest award of the Institute. The S.K.Desai Memorial Consolation Prize is also awarded to other deserving entries depending upon the standard, as a measure of encouragement and motivation to members.
2. **D. Subrahmaniam Award:** This Essay Writing Competition is intended to motivate the younger members of the Associated Institutes and to involve them in the educational and research activities. This award is known as **D. Subrahmaniam Award consisting of a cash prize of Rs.20, 000/- and Merit Certificate.** The Members of Associated Institutes upto the age of 45 years are only eligible to participate in this competition.

### **Eligibility conditions:**

- (i) The S.K. Desai Memorial Essay Writing Competition is open to all members of the Associated Institutes in India, affiliated Institutes abroad and members of Insurance Institutes in Afro-Asian Region.
- (ii) D. Subrahmaniam award is open only to members of Associated Institutes who are resident in India and age below 45 years.
- (iii) The contribution should be original and should relate to any topic of insurance, either life or general, or related subject. Credit will be given for clarity of thought, conciseness in expression and originality.
- (iv) The papers submitted for consideration should not have been read or published or dealt with in any manner till the results are announced.
- (v) The papers must be typewritten with double space not exceeding 15,000 words in the case of S.K. Desai Memorial Essay Writing Competition and 10,000 words in the case of D.Subrahmaniam Award and submitted in **triplicate**. It should reach the Institute’s Office at Mumbai not later than 31<sup>st</sup> March every year. It should be marked on the top “for consideration for the S.K. Desai Memorial Gold Medal and Prize” or “D.Subrahmaniam Award” as the case may be. The details such as, name, address, membership number of the local institute, age, etc. should appear only in the covering letter. A brief bio-data of the member may also be enclosed.
- (vi) The author/s of the selected article who are members residents in India will be invited to receive the award at the Annual Conference of the Institute. Awards of non-resident members shall be sent by post.

- (vii) The Institute will have the copyright of the paper for which an award is made and it will become the property of the Institute. The Prize winning paper / papers may be published in the Journal of the Institute.
  - (viii) The Institute reserves the right to accept, reject or edit the contributions received for this competition and the decision of the Committee shall be final and binding in this respect.
  - (ix) The Institute reserves the right to alter, amend or revoke these rules from time to time.
  - (x) Contribution for the above essay competitions will be accepted only from individual members.
3. **Technical Paper:** The Institute also invites from members of Associated Institutes original articles on Insurance or allied subjects on pre-approved topics (life and non-life separately). The selected article / paper shall carry a cash prize of Rs.10, 000/- and a Merit Certificate. The selected papers shall be published in the Journal of the Institute. The contribution should not exceed 10,000 words. The author/s of selected paper/s will be invited to the Annual Conference, to receive the Prize. However, the papers shall not be presented and discussed at the Conference.
- Note: Request for consideration of the same essay for more than one essay competitions will not be entertained.**

## 09. STRUCTURE OF QUALIFYING EXAMINATIONS

### LICENTIATE – (60 CREDITS POINTS)

Life Subject	Non Life Subject
01 Principles of Insurance (Compulsory)	01 Principles of Insurance (Compulsory)
02 Practice of Life Insurance (Compulsory)	11 Practice of General Insurance (Compulsory)
14 Regulations of Insurance Business (Optional)	14 Regulations of Insurance Business (Optional)

(ASSOCIATESHIP SUBJECTS 190 CREDITS + LICENTIATE 60 CREDITS) TOTAL = 250 CREDIT POINTS

22	Life Insurance Underwriting ( <b>Compulsory</b> )	45	General Insurance Underwriting ( <b>Compulsory</b> )
23	Application of Life Insurance (Optional)	46	General Insurance Account preparation and regulation of Investment ( <b>Compulsory</b> )
24	Legal Aspects of Life Assurance (Optional)	47	Foundation of Casualty Actuarial Science-Part1 (Optional at Associateship compulsory at Fellowship level)**
26	Life Insurance Finance ( <b>Compulsory</b> )	57	Fire & Consequential loss Insurance (Optional)
27	Health Insurance (Optional)	67	Marine Insurance (Optional)
28	Foundation of Actuarial Science ( Optional at Associateship compulsory at Fellowship level)**	71	Agricultural Insurance (Optional)
		72	Motor Insurance (Optional)
		74	Liability Insurance (Optional)
		77	Engineering Insurance (Optional)
		78	Miscellaneous Insurance (Optional)
		27	Health Insurance (Optional)

FELLOWSHIP 240 CREDITS +ASSOCIATESHIP 190 + LICENTIATE 60) TOTAL=490 CREDIT POINTS  
CANDIDATE CAN TAKE MORE THEN 6 SUBJECTS TO ACCUMULATE 490 CREDIT POINTS

81	Mathematical Basis of Life Assurance (**Compulsory)
82	Statistics
83	Group Insurance and Retirement Benefit Schemes
84	Foundation of Casualty Actuarial Science – II (**Compulsory)
85	Re-Insurance Management
86	Risk Management
88	Marketing and Public Relations
89	Financial Management / Management Accounting
90	Human Resource Management
92	Actuarial Aspects of Product Development (**Compulsory)
99	Asset Management

\*\*At least one (compulsory subject) for passing Fellowship Exam, applicable from May2012.



<b>CERTIFICATE IN INSURANCE SALESMANSHIP (Only for Agents)</b>	
<b>Life</b>	<b>Non-Life</b>
30 Practice of Life Insurance (IC02) (Compulsory)	31 Insurance Salesmanship(Compulsory)
31 Insurance Salesmanship(Compulsory)	32 Practice of General Insurance(IC11) (Compulsory)

<b>CERTIFICATE IN FOUNDATIONS OF CASUALTY ACTUARIAL SCIENCE (NON-LIFE) 120 Credit Points</b>	
01	Principles of Insurance
11	Practice of General Insurance
A-1	Foundations of Casualty Actuarial Science Part-I
A-2	Foundations of Casualty Actuarial Science Part-II

<b>SPECIALISED DIPLOMA – MARINE INSURANCE (NON-LIFE) 130 CREDIT POINTS</b>	
01	Principles of Insurance
11	Practice of General Insurance
68	Marine Insurance Coverages
69	Marine Insurance Rating and Underwriting
66	Marine Insurance Claims

<b>SPECIALISED DIPLOMA – FIRE INSURANCE (NON-LIFE) 130 CREDIT POINTS</b>	
01	Principles of Insurance
11	Practice of General Insurance
58	Fire Insurance Coverages
59	Fire Insurance Rating and Underwriting
56	Fire Insurance Claims

<b>SPECIALISED DIPLOMA – CASUALTY ACTUARIAL SCIENCE (NON-LIFE) 200 CREDITPOINTS</b>	
01	Principles of Insurance
11	Practice of General Insurance
A-1	Foundations of Casualty Actuarial Science Part-I
A-2	Foundations of Casualty Actuarial Science Part-II
A-3	Basic Ratemaking
A--4	Estimating Unpaid Claims Using Basic Techniques

**Details of Subject wise credit point is as under**

## 10. Credit Point System of Exam

**FROM MAY 2012 THE CREDIT POINT SYSTEM HAS BEEN INTRODUCED**

1. The name and codes of existing subjects remain unchanged.
2. Each subject of study is assigned credit points as given in Annexure. The credit points are assigned, keeping in view, the level of examination and the difficulty level of the subject.
3. The above system will allow flexibility to the candidates to choose subjects of his/her choice from the available subjects ranging across Licentiate, Associateship and Fellowship examination and accumulate credit points.
4. At Licentiate and Associateship levels, however, certain subjects will be compulsory. i.e. if the candidate does not pass the compulsory subjects, in spite of accumulating credit points, he will not be granted Licentiate certificate, Associateship and /or Fellowship membership Diploma.
5. Following are the **minimum** credit points to be accumulated by a candidate for passing the Examinations.

Licentiate Certificate - 60 credit points

Associateship Diploma - 250 credit points (including the credit points at Licentiate level)

Fellowship Diploma - 490 credit points (including the credit points at Licentiate and Associateship levels)

The compulsory subjects are as given below:

### **At Licentiate Examination –**

1. Principles of Insurance  
**AND**
2. (a) Practice of Life Insurance **OR** (b) Practice of General Insurance.  
(i.e. two compulsory subjects at Licentiate Level)

### **At Associateship Examination –**

In addition to above two subjects,

1. (a) Life Insurance Underwriting **OR** (b) General Insurance Underwriting  
**AND**
2. (a) Life insurance Finance **OR** (b) General Insurance Accounts preparation & Regulation of Investment  
(i.e. two compulsory subjects at Associateship Level)

### **At Fellowship Examination**

In addition to above 4 compulsory subjects i.e. ( Two at Licentiate and Two at Associateship Level) one Actuarial Subject (i.e. any one paper from subjects No. 28/ 47/81/84/92/A-1 or A-2) is compulsory to pass fellowship.

SUBJECT WISE CREDIT POINTS FOR **WITHDRAWN** SUBJECTS

Subject Code & Title	Credit Points
(12) Insurance Business environment	20
(21) Information Technology	20
(25) Life Insurance Administration	30
(51) Specific Fire Hazards	30
(52) General Fire Hazards	30
(54) Fire Insurance Underwriting	30
(55) Consequential Loss (Fire ) Insurance	30
(61) Cargo Loss Prevention	30
(62) Commercial Geography	30
(63) Marine Clauses	30
(65) Marine Insurance Underwriting	30
(73) Personal Accident , Sickness and Miscellaneous Insurance	30
(79) Liability and Engineering Insurance	30
(87) Law and Economics	30
(97) Legal Aspects of Industrial Relations	30
(98) Advanced Information Technology	30

SUBJECT WISE CREDIT POINTS FOR **CURRENT** SUBJECTS

Subject Code & Title	Credit Points
<b>Licentiate Subjects</b>	
(01) Principles of Insurance (Licen/Specialised fire/marine /Act.)	20
(02) Practice of Life Assurance (Licen/CIS)	20
(11) Practice of General Insurance (Licen/CIS/Specialised fire/marine /Act.)	20
(14) Regulation Insurance Business	20
(31) Insurance Salesmanship (Only for CIS Exam.)	00
<b>Associateship Subjects</b>	
(22) Life Assurance Underwriting	30
(23) Application of Life Assurance	30
(24) Legal Aspects of Life Assurance	30
(26) Life Assurance finance	30
(27) Health Insurance	30
(28) Foundation of Actuarial Science (Life) **	40
(45) General Insurance Underwriting	30
(46) General Insurance Accounts and Regulation of Investment	30
(A-01/47) Foundation of Casualty Actuarial Science Part – I (non-Life)/Actuarial**	40
(56) Fire Insurance Claims (Comp. Fire Specialized )	30

(57) fire Insurance	30
(58) Fire Insurance Coverages (Comp. Fire Specialized )	30
(59) Fire Insurance Rating and Underwriting (Comp.Fire Specialized )	30
(66) Marine Insurance Claims (Comp.Marine Specialized )	30
(67) Marine Insurance	30
(68) Marine Insurance Coverages (Comp. Marine Specialized )	30
(69) Marine Insurance Rating and Underwriting (Comp. Marine Specialized )	30
(71) Agriculture Insurance	30
(72) Motor Insurance	30
(74) Liability Insurance	30
(77) Engineering Insurance	30
(78) Miscellaneous Insurance	30
<b>Fellowship Subjects</b>	
(81) Mathematical Basis of Life Assurance**	40
(82) Statistics	40
(83) Group Insurance & Retirement Benefit Scheme	30
(A-02/84) Foundation of Casualty Actuarial Science Part –II(Non-Life) / Actuarial **	40
(85) Reinsurance	40
(86) Risk Management	40
(88) Marketing and Public Relations	30
(89) Management Accounting	40
(90) Human Resources Management	30
(92) Actuarial Aspects of Product Development**	40
(99) Asset Management	30
(A-03) Basic Ratemaking (Comp. Actuarial diploma only )	40
(A-04) Estimating Unpaid Claim using basic Techniques(Comp. Actuarial diploma only )	40

\*\*Atleast one (compulsory subject) for passing Fellowship Exam, applicable from May2012.

**“According to the time-table, more than one paper may be scheduled for the same date/time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the time-table for the subjects chosen by them. A candidate is allowed to appear for examination in only one subject in one session. In the event of a clash, candidates should select a different subject and candidate can appear for only one subject in one session. Please Note in no circumstances, refund or carry forward of examination fees is permitted due to wrong or unsuitable selection.”**

## 11. SPECIALISED DIPLOMA

### A) III has decided to introduce specialized Diploma courses on Marine Branch/ Subjects.

<b>Marine Specialization</b>	<b>No.</b>
Principles of Insurance	IC01
Practice of General Insurance	IC11
Marine Insurance Coverages	IC68
Marine Rating & Underwriting	IC69
Marine Insurance Claims	IC66

From May 2011 a specialized diploma in Marine Insurance is introduced.

Separate Registration Fees Rs. 700/- is compulsory. Examination fees Rs. 500/- per subject. Exemption if granted, fees will not be charged. A separate Registration is essential for each specialized/ Diploma.

For specialization, candidates can appear for all the papers directly in one go along with Licentiate papers, Associateship papers or Fellowship papers.

Specialized diploma will be granted only if candidate clears all the above papers i.e. Papers 01,11,68,69 and 66 and obtains 130 Credit points.

Exemption in subject number IC66 (Marine claims) will be granted if candidate has already cleared the same paper at Associateship level. Candidates who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

On successful completion, candidates will be awarded specialized Diploma in Marine Insurance (SDMI-III).

### B III has decided to introduce specialized Diploma courses on Fire Branch/ Subjects.

<b>No.</b>	<b>Fire Specialization</b>
IC01	Principles of Insurance
IC11	Practice of General Insurance
IC58	Fire Insurance Coverages
IC59	Fire Rating & Underwriting
IC56	Fire Insurance Claims

From Oct. 2011 a specialized diploma in Fire Insurance is introduced.

Separate Registration Fees Rs. 700/- is compulsory. Examination fees Rs. 500/- per subject. Exemption if granted, fees will not be charged. A separate Registration is essential for each specialized/ Diploma.

For specialization, candidates can appear for all the papers directly in one go along with Licentiate papers, Associateship papers or Fellowship papers.

Specialized diploma will be granted only if candidate clears all the above papers i.e. Papers 01,11,58,59 and 56 and obtains 130 Credit points.

Exemption in subject number IC56 (Fire Insurance claims) will be granted if candidate has already cleared the same paper at Associateship level. Candidate who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

On successful completion, candidates will be awarded specialized Diploma in Fire Insurance (SDFI-III).

**C) With effects from Oct. 2011 III has decided to introduce specialized Diploma courses on Actuarial Science.**

No.	Foundation Casualty Actuarial Science (Non- Life) Specialised Diploma.
IC01	Principles of Insurance
IC11	Practice of General Insurance
ICA-1	Foundation of Casualty Actuarial Science Part - I
ICA-2	Foundation of Casualty Actuarial Science Part - II
ICA-3	Basic Ratemaking
ICA-4	Estimating Unpaid Claims Using Basic Techniques

Separate Registration Fees Rs. 700/-is compulsory. Examination fees Rs. 500/- per subject. Exemption if granted, fees will not be charged. A separate Registration is essential for each specialized/ Diploma.

For specialization, candidates can appear for all the papers directly in one go along with Licentiate papers, Associateship papers or Fellowship papers.

Specialized diploma will be granted only if candidate clears all the above papers i.e. Papers 01, 11, A-1, A-2, A-3 and A-4 and obtain 200 credit points.

Exemption in subject number 01, 11, A-1 and A-2 will be granted if candidate has already cleared the same paper at Certificate level. Candidates who have already Passed Licentiate, Associateship and Fellowship in Non-Life Branch will also get exemption in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after 1999 will also get exemption in Paper No.01.

Candidates who have passed Papers 47 and 84 at Associateship and Fellowship level will also get additional exemption in papers A-1 and A-2 along with Paper 01 and 11 while appearing for Actuarial diploma course.

Similarly Actuarial Diploma passed Candidates while registering and appearing for Licentiate , Associateship and Fellowship will also get exemption in these papers.

On successful completion, candidates will be awarded specialized Diploma in Casualty Actuarial Science.

## 12. PRICE LIST OF STUDY COURSES

<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian (₹)</b>	<b>Srilanka, Nepal, Bhutan &amp; Bangladesh (₹)</b>	<b>Foreign (₹)</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
IC01	Licentate	Principles of Insurance (Revised from May 2012 exam)	150	500	950	2011	English / Hindi	Yes
IC02/ IC30	Licentate / CIS	Practice of Life Assurance (Revised from May 2012 exam)	150	500	950	2011	English / Hindi	Yes
IC11/ IC32	Licentate / CIS	Practice of General Insurance (Revised from May 2012 exam)	150	500	950	2011	English / Hindi	Hindi Book Presently not available
IC14	Licentate	Regulations of Insurance Business (Revised from May 2012 exam)	150	500	950	2011	English / Hindi	Hindi Book Presently not available
IC 21	Associateship	Information Technology	130	500	925	2000	English / Hindi	Yes
IC22	Associateship	Life Assurance Underwriting	130	500	925	2011	English / Hindi	yes
IC23	Associateship	Application of Life Assurance	130	500	925	2011	English / Hindi	Yes
<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian (₹)</b>	<b>Srilanka, Nepal, Bhutan &amp; Bangladesh (₹)</b>	<b>Foreign (₹)</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
IC24	Associateship	Legal Aspects of Life Assurance	130	500	925	2011	English / Hindi	Yes
IC25	Associateship	Life Assurance Management	130	500	925	2011	English / Hindi	Yes
IC26	Associateship	Life Assurance Finance	130	500	925	2011	English / Hindi	Hindi Book Presently not available
IC27	Associateship	Health Insurance	130	500	925	2011	English / Hindi	Yes

IC28	Associateship	Foundation of Actuarial Science	130	500	925		English	Yes
IC45	Associateship	General Insurance Underwriting	130	500	925	2011	English / Hindi	Yes
IC46	Associateship	General Insurance Accounts preparation and Regulation of Investment	130	500	925	2011	English / Hindi	Yes
IC47/ A-1	Associateship / FCAS*	Foundations of Casualty Actuarial Science – Part I	225	575	1000	2007	English	Yes
IC51	Associateship	Hazards of Specific Industries	130	500	925	2001	English / Hindi	Yes
IC52	Associateship	General Fire Hazards	130	500	925	2001	English / Hindi	Yes
IC54	Associateship	Fire Insurance Underwriting	130	500	925	2001	English / Hindi	Yes
<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian (°)</b>	<b>Srilanka, Nepal, Bhutan &amp; Bangladesh (°)</b>	<b>Foreign (°)</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
IC55	Associateship	Consequential Loss Insurance (Fire)	130	500	925	1999	English / Hindi	Yes
IC56/ S02	Associateship / Surveyor	Fire Insurance Claims	130	500	925	2010	English / Hindi	Yes
IC57/ S08	Associateship / Surveyor	Fire & Consequential Loss Insurance	130	500	925	2010	English / Hindi	Yes
IC58	Associateship	Fire Insurance Coverages	130	500	925	2011	English	Yes
IC59	Associateship	Fire Rating and Underwriting	130	500	925	2011	English / Hindi	Yes
IC61	Associateship	Cargo Loss Prevention	130	500	925	2000	English / Hindi	Yes
IC62	Associateship	Commercial Geography	130	500	925	1999	English / Hindi	Yes
IC63	Associateship	Marine Clauses	130	500	925	1999	English / Hindi	Yes
IC65	Associateship	Marine Underwriting	130	500	925	1999	English / Hindi	Yes
IC66/ S03	Associateship / Surveyor	Marine Insurance Claims	130	500	925	2010	English / Hindi	Yes
IC67/ S04	Associateship / Surveyor	Marine Insurance	130	500	925	2010	English / Hindi	Yes



IC68	Associateship	Marine Insurance Coverages (Specilised Diploma)	130	500	925	2010	English / Hindi	Yes
<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian ( )</b>	<b>Srilanka, Nepal,Bhutan &amp; Bangladesh ( )</b>	<b>Foreign ( )</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
IC69	Associateship	Marine Rating & Underwriting (Specilised Diploma)	130	500	925	2010	English / Hindi	Yes
IC71	Associateship	Agricultural Insurance	130	500	925	2010	English / Hindi	Yes
IC72/ S06	Associateship / Surveyor	Motor Insurance	130	500	925	2010	English / Hindi	Yes
IC73	Associateship	Personal Accident, Sickness & Misc. Insurance	130	500	925	1999	English / Hindi	Yes
IC74	Associateship	Liability Insurance	130	500	925	2010	English / Hindi	Yes
IC77/ S05	Associateship / Surveyor	Engineering Insurance	130	500	925	2010	English / Hindi	Yes
IC78/ S07	Associateship / Surveyor	Miscellaneous Insurance	130	500	925	2010	English / Hindi	Yes
IC79	Associateship	Liability & Engineering Insurance	130	500	925	1999	English / Hindi	Yes
ICA-3	FCAS*	Basic Ratemaking	225	575	1000	2009	English	Yes
ICA-4	FCAS*	Estimating Unpaid Claims Using Basic Techniques	225	575	1000	2009	English	Yes
IC81	Fellowship	Mathematical Basis of Life Assurance	175	525	950	1991	English	Yes
IC82	Fellowship	Statistics	175	525	950	1989	English	Yes
IC83	Fellowship	Group Insurance & Retirement Benefit Schemes	175	525	950	1986	English	Yes
<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian ( )</b>	<b>Srilanka, Nepal,Bhutan &amp; Bangladesh ( )</b>	<b>Foreign ( )</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
IC84/ A-2	Fellowship	Foundations of Casualty Actuarial Science – Part II	225	575	1000	2007	English	Yes

IC85	Fellowship	Reinsurance Management	175	525	950	2010	English	Yes
IC86	Fellowship	Risk Management	175	525	950	2011	English	Yes
IC87	Fellowship	Law & Economics of Insurance	175	525	950	1988	English	Yes
IC88	Fellowship	Marketing & Public Relations	175	525	950	2001	English	Yes
IC89	Fellowship	Management Accounting	175	525	950	2001	English	Yes
IC90	Fellowship	Human Resources Management	175	525	950	2000	English	Yes
IC92	Fellowship	Product Development	175	525	950	2011	English	Yes
IC97	Fellowship	Legal Aspects of Industrial Relations	175	525	950	1986	English	Yes
IC98	Fellowship	Advanced Information Technology	175	525	950	2005	English	Yes
IC99	Fellowship	Asset Management	175	525	950	2005	English	Yes
IC31	CIS	Insurance Salesmanship	100	450	900	2005	English / Hindi	Yes
S01	Surveyor	Principles and Practice of Insurance and Survey and Loss Assessment	350	500	900	2003	English	Yes
<b>Sub. No.</b>	<b>Exam Levels</b>	<b>Title</b>	<b>Indian ( )</b>	<b>Srilanka, Nepal, Bhutan &amp; Bangladesh ( )</b>	<b>Foreign ( )</b>	<b>Year of Edition</b>	<b>Languages Available</b>	<b>Books Available</b>
101	Broking	Insurance Broking	350	500	900	2004	English	Yes

**FCAS\* - Foundation of Casualty Actuarial Science.**

**Mode of Payment:**

**Overseas Candidates :**

Amount to be remitted as per price list in Indian rupees. Books can be purchase by making Online Payment on website & Demand Draft drawn in favour of "Insurance Institute of India" payable at Mumbai.

**Indian Candidates :**

Books can be purchased through Demand Draft or through Online payment which is available on our website.

### 13. TABLE OF FEES

Fee Structure for Licentiate / CIS Exam (Fresh Candidates)			
Particulars	Fees In Indian Rupees		
	India, Bangladesh, Srilanka*	Bhutan, Nepal,	Overseas
Registration Fee	700.00		7000.00
Examination Fee (per subject)	500.00		3000.00

Fee Structure for Licentiate / Associateship / Fellowship / CIS / Actuarial Exam (Already registered Candidates)			
Particulars	Fees In Indian Rupees		
	India, Bangladesh, Srilanka*	Bhutan, Nepal,	Overseas
Examination Fee (per subject)	500.00		3000.00

Fee Structure for Associateship Exam (Fresh Candidates)			
Particulars	Fees In Indian Rupees		
	India, Bangladesh, Srilanka*	Bhutan, Nepal,	Overseas
Registration fees in lieu of Diploma Fee	700.00		7500.00
Examination Fee (per subject)	500.00		3000.00

Fee Structure for Fellowship Exam (Fresh Candidates)			
Particulars	Fees In Indian Rupees		
	India, Bangladesh, Srilanka*	Bhutan, Nepal,	Overseas
Registration fees in lieu of Diploma Fee	600.00		6000.00
Examination Fee (per subject)	500.00		3000.00

Fee Structure for Casualty Actuarial Science Exam (Fresh Candidates) (Certificate and Specialized Diploma Course)			
Particulars	Fees In Indian Rupees		
	India, Bangladesh, Srilanka*	Bhutan, Nepal,	Overseas
Registration Fee	700.00		7000.00
Examination Fee (per subject)	500.00		3000.00

Fee Structure for Pre-licensing test for Insurance Surveyors (Fresh Candidates)	
Particulars	Fees In Indian Rupees
Registration Fees	250.00
Examination Fees (per subject)	300.00

Fee Structure for Pre-licensing test for Insurance Surveyors (Repeater Candidates)	
Particulars	Fees In Indian Rupees
Examination Fees (per subject)	300.00

Diploma Fees			
Particulars	Fees In Indian Rupees		
	India, Bhutan, Nepal, Bangladesh	Srilanka*	Overseas
Duplicate Associateship / Fellowship Card	50.00	150.00	1000.00
Associateship Diploma (Old)**	1000.00	1500.00	7500.00
Fellowship Diploma (Old)**	600.00	900.00	3500.00
Duplicate Diploma	500.00	500.00	3000.00

\*\* Only for candidates who have passed Associateship / Fellowship exam before October / November 2010 examination and have not procured the respective diploma so far.

Miscellaneous Fees		
Particulars	Fees In Indian Rupees	
	India, Bhutan, Nepal, Bangladesh, Srilanka*	Overseas
Late fees (per entry form for all exams)**	500.00	3000.00
Late fees (per entry form-Surveyors exam)	200.00	--
Revaluation (per subject) Applicable for all examinations except Licentiate and Pre-licensing test for Insurance Surveyors)***	500.00	3000.00
Retotalling fee (per subject) – Applicable only for Licentiate and Pre-licensing test for Insurance Surveyors)**	300.00	2000.00
Exemption fee (per subject for all exams)	500.00	3000.00
Duplicate Marksheet / Certificate	500.00	3000.00
Transcript	500.00	3000.00
Change of Centre/ Change of Subject	250.00	1500.00

\*\* Applicable for all exams except Pre-licensing test for Insurance

# The cost of reading material (study course) is not inclusive and is payable as per the **PRICE LIST OF STUDY COURSES** given in this Handbook.

\* Candidates from Sri Lanka will pay the prescribed fees at a fixed cost of Rs. 46/- per dollar for this examination session.

\*\* Retotalling available only for Licentiate Examination and Pre-licensing test for Insurance Surveyors.

\*\*\* Revaluation is available for all papers except Licentiate Examination and Pre-licensing test for Insurance Surveyors.

## 14. EXAMINATION TIMETABLE (May 2012)

<b>MORNING SESSION 9.30 A.M. TO 12.30 P.M. / AFTERNOON SESSIONS 2.00 P.M. TO 5.00 P.M.</b>		
<b>IN GULF COUNTRIES</b>		
<b>MORNING SESSION 9.00 A.M. TO 12.00 NOON / AFTERNOON SESSIONS 1.30 P.M. TO 4.30 P.M.</b>		
<b>Sunday, 06 May 2012(Morning 9.30 to 12.30)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
31	Insurance Salesmanship	CIS – Life & Non-Life
26	Life Insurance Finance	Associateship – Life
46	General Insurance Accounts preparation and Regulation of Investment	Associateship –Non -Life
54	Fire Insurance Underwriting	Associateship – Fire
59	Fire Insurance Rating and Underwriting	Specialized Diploma(Fire)
79	Liability and Engineering Insurance	Associateship – General
88	Marketing & Public Relations	Fellowship - Life & Non-Life
S06	Motor Insurance	Surveyors Examination

<b>Sunday, 06 May 2012 Afternoon (2.00 P.M. TO 5.00 P.M.)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
28	Foundation of Actuarial Science.	Associateship Life
47	Foundation of Casualty Actuarial Science-Part-I	Associateship – (N.L)
56	Fire Insurance Claims	Associateship – Fire
62	Commercial Geography	Associateship – Marine
89	Management Accounting	Fellowship
97	Legal Aspects of Industrial Relations	Fellowship
98	Advanced Information Technology	Fellowship
99	Asset Management	Fellowship
S01	Principles & Practice of General Insurance & Survey and Loss Assessment	Surveyors Examination

<b>Sunday, 13 May 2012 Morning (9.30 A.M. TO 12.30 A.M.)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
11	Practice of General Insurance <b>(This paper is 2 Hours, Morning 9.30 A.M. to 11.30 A.M.)</b>	Licentiate/ Certificate & Diploma in Actuarial Science - Non-Life / Specialised Diploma
32	Practice of General Insurance	CIS- Non-Life
23	Application of Life Insurance	Associateship – Life
52	General Fire Hazards	Associateship – Fire
65	Marine Insurance Underwriting	Associateship Marine
73	Personal Accident and Sickness Insurance	Associateship – Miscl.
78	Miscellaneous Insurance	Associateship – General
82	Statistics	Fellowship – Life/ Non Life
87	Law and Economics	Fellowship- Non-Life
S05	Engineering Insurance	Surveyors Examination

<b>Sunday, 13 May 2012 Afternoon (2.00 P.M. TO 5.00 P.M.)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
02	<b>Practice of Life Insurance</b> <b>(This paper is 2 hours, Afternoon (2.00 P.M. to 4.00 P.M.)</b>	<b>Licentiate- Life</b>
30	Practice of Life Insurance	CIS- Life
21	Information Technology	Associateship (Life and Non-Life)
45	General Insurance Underwriting	Associateship – Non- Life
68	Marine Insurance Coverages	Specialised Diploma (Marine)
90	Human Resource Management	Fellowship – Life & Non-Life
A-2	Foundations of Casualty Actuarial Science Part-II	Certificate & Diploma in Actuarial Science - Non-Life
S07	Miscellaneous Insurance	Surveyors Examination

<b>Sunday, 20 May 2012 Morning (9.30 A.M. TO 12.30 A.M.)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
14	<b>Regulation of Insurance Business</b> <b>(This paper is 2 Hours, Morning (9.30 A.M. to 11.30A.M.)</b>	Licentiate – Life & Non-Life
22	Life Insurance Underwriting	Associateship – Life
A-1	Foundation of Casualty Actuarial Science- Part -I	Certificate & Diploma in Actuarial Science - Non-Life ( Specialised)
67	Marine Insurance	Associateship – General
69	Marine Rating and Underwriting	Specialised Diploma
77	Engineering Insurance	Associateship – Miscellaneous
83	Group Insurance & Retirement Benefit Schemes	Fellowship
86	Risk Management	Fellowship
S02	Fire Insurance	Surveyors Examination

<b>Sunday, 20 May 2012 Afternoon (2.00 P.M. TO 5.00 P.M.)</b>		
<b>Sub. No.</b>	<b>Subject Title</b>	<b>Examination</b>
24	Legal Aspects of Life Assurance	Associateship – Life
57	Fire & Consequential Loss Insurance	Associateship – General
58	Fire Insurance Coverages	Specialised Diploma (Fire)
66	Marine Insurance Claims	Associateship – Marine /specialized Diploma
71	Agricultural Insurance	Associateship – Miscellaneous
81	Mathematical Basis of Life Assurance	Fellowship – Life
84	Foundation of Casualty Actuarial Science Part II	Fellowship – Non -Life
A-3	Basic Ratemaking	Actuarial Science (Specialised Diploma)
S03	Marine Cargo Insurance	Surveyors Examination

Sunday, 27 May 2012 Morning (9.30 A.M. TO 12.30 A.M.)		
Sub. No.	Subject Title	Examination
01	<b>Principles of Insurance</b> <b>(This paper is 2 Hours, Morning 9.30 A.M. to 11.30 A.M.)</b>	Licentiate - Life & Non-Life, Certificate & Diploma in Actuarial Science - Non-Life / Specialised Diploma
27	Health Insurance	Associateship (Life and Nonlife)
55	Consequential Loss (Fire) Insurance	Associateship – Fire
63	Marine Clauses	Associateship – Marine
72	Motor Insurance	Associateship General & Miscellaneous
85	Reinsurance	Fellowship
S08	Loss of Profit Insurance	Surveyors Examination

Sunday, 27 May 2012 Afternoon (2.00 P.M. TO 5.00 P.M.)		
Sub. No.	Subject Title	Examination
25	Life Assurance Management	Associateship – Life
51	Fire Hazards of Specific Industries	Associateship – Fire
61	Cargo Loss Prevention	Associateship – Marine
74	Liability Insurance	Associateship - Miscellaneous
92	Actuarial Aspects of Product Development	Fellowship
A-4	Estimating Unpaid Claims Using Basic Techniques	Actuarial Science (Specialised Diploma)
S04	Marine Hull Insurance	Surveyors Examination

#### Notice to Candidates

CAUTION - EXAMINATIONS DATES	
<p><i>According to the time-table, more than one paper may be scheduled for the same time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the time-table for the subjects chosen by them. In the event of a clash, candidates should select a different subject. A candidate is allowed to appear for examination in only one subject per session.</i></p> <p><i>If candidates select more than one paper of the same time-slot, no refund will be made.</i></p>	

## 15. PLACE NAME AND CODE OF EXAMINATION CENTERS (PROFESSIONAL EXAMINATION)

### INDIAN CENTRES

Centre	Code	Centre	Code	Centre	Code
Agra	101	Gorakhpur	203	Nanded	225
Ahmedabad	102	Gulbarga	197	Nashik	139
Ajmer	103	Guntur	117	Nellore	214
Aligarh	226	Guwahati	116	Patna	142
Allahabad	104	Gwalior	118	Pondicherry	174
Alwar	198	Haldwani	209	Pune	140
Amravati	212	Hazaribaug	228	Raichur	191
Amritsar	105	Hissar	195	Raipur	143
		Hyderabad City	119	Rajahmundry	215
Andaman (Port Blair)	166	Hyderabad - Secundrabad	236		
Asansol	106	Imphal	233	Rajkot	144
Aurangabad	181	Indore	122	Ratlam	204
Bangalore	107	Jabalpur	123		
Bareilly	170	Jaipur	124	Salem	145
Baroda	173	Jalgaon	229	Sambalpur	190
Behrampur	223	Jalpaiguri	125	Satara	146
Belgaum	221	Jammu	185	Satna	219
Bhagalpur	220	Jamshedpur	126	Shahdol	227
Bhavnagar	211	Jodhpur	127	Shimla	201
Bhilai	196	Jorhat	189	Silchar	175
Bhopal	163	Jullundur	128	Solapur	202
Bikaner	206	Kanpur	129	Sriganganagar	182
Bongaigaon	224	Karimnagar	230	Srinagar	147
		Karnal	188	Surat	148
		Kolhapur	164		
		Kolkata	121	Thane	194
Calicut (Kozhikode)	109	Kota	210	Thanjavur	149
Chandigarh	110	Kottayam	207	Trichy	150
Chennai	132	Loni	141	Tirunelveli	222
Coimbatore	111	Lucknow	130	Trivandrum	151
Cuddapah	161	Ludhiana	199		
Cuttack	153			Udaipur	176
Dehradun	162	Madurai	133	Udupi	152
Delhi- Delhi City	112	Mangalore	200	Varanasi	154
Delhi- Noida	237				
Delhi- Gurgaon	238				
Dharwad	113	Meerut	134	Vellore	208
Dibrugarh	168	Mumbai -Dadar Region	108	Vijaywada	155
		Mumbai- Boriveli			
		Mumbai – New	234	Visakhapatnam	156



		Mumbai	235		
		Mysore	136		
Ernakulam	115	Nagercoil	137	Warangal	192
Goa	165	Nagpur	138		

### OVERSEAS CENTRES

Centre	Code	Centre	Code	Centre	Code
Abu Dhabi	187	Doha	217	Maputo	177
Alkhobar	178	Dubai	171	Mauritius	186
Baharain	169	Jeddah	172	Muscat	183
Bangkok	216	Kampala	159	Nairobi	218
Bhutan	160	Kathmandu	184	Riyadh	179
Colombo	180	Kuwait	193	Suva Fiji	158
Dar-E-Salam	231				

### EMPLOYER CODE LIST

CODE	EMPLOYER
31	Public Sector Company
32	Private Sector Company
33	Student
35	Broking Company
36	Health Third Party Administrator
37	Corporate Agency
38	Agent
39	Surveyor
34	Others

### QUALIFICATION CODE LIST

CODE	QUALIFICATION
41	Non-Graduate
43	Graduate
44	Post-Graduate
45	Professional

Under the Prize Scheme approved by the Board of Education, prizes are awarded to candidates for outstanding performance in qualifying examinations. The eligibility conditions prescribed are as follows:

**Individual subjects:**

<b>Examination</b>	<b>Eligibility Criteria</b>	<b>Minimum Percentage</b>
CIS Licentiate	Must clear all the papers Must clear all the papers	60 70
Associateship, Fellowship & Foundation of CAS	Only on Individual Subject basis	60
Surveyors (Paper No.S01 only)	Only on Individual Subject basis	60

Please note 60% and 70% is minimum eligibility criteria but Prizes will be awarded only to those candidates who get highest marks in Individual subject.

**Full Examination:**

<b>Examination</b>	<b>Time limit</b>	<b>Minimum Percentage</b>
Certificate in Insurance Salesmanship	Pass in two subjects together	60
Licentiate	Pass in three subjects together	70
Associateship	Four years or less from the date of first appearance under the present syllabus	60
Fellowship	Three years or less from the date of first appearance under the present syllabus	60

## A. PRIZES

The following prizes will be awarded to the candidates standing First in the examination and in individual subjects.

- For standing first on completing a full examination.

a.	Fellowship	:	2 Prizes	Rs.7,500/-
				Rs.7,500/-
b.	Associateship	:	3 Prizes	Rs.5,000/-
				Rs.5,000/-
				Rs.5,000/-
c.	Licentiate	:	2 Prizes	Rs.3,000/-
				Rs.3,000/-
d.	CIS	:	Life	Rs.3,000/-
			Non-Life	Rs.3,000/-
5.	Specialised Diploma	:	Marine Insurance	Rs. 5000/-
		:	Fire Insurance	Rs. 5000/-

- For standing first in individual Subject (on credit basis)

a.	Fellowship	:	Rs.2,500/-
b.	Associateship	:	Rs.2,500/-
c.	Licentiate	:	Rs.2,500/-
d.	C.I.S.	:	Rs.2,500/-
e.	Surveyors	:	Rs.1,100/-
f.	Foundation of Casualty Actuarial Science	:	Rs.2,500/-

## **B. LIST OF DONORS**

### **1. Fellowship**

Life	:	Indian Insurance Companies Association, Kolkata
Non-Life	:	i) Surender Lall ii) Braj Raj

### **2. Associateship**

Life	:	i) Jayant Dalal ii) Suresh K. Desai
<b>Non-Life</b>		
i) General	:	Mumbai Insurance Institute
ii) Marine	:	Bhagwandas Peraj
iii) Miscellaneous	:	Bhaichand Amoluk Consultancy Services Pvt.Ltd.

### **3. Licentiate**

Life	:	Ghanshamdas Khilnani
Non-Life	:	V.N.C. Narichania

### **4. Certificate in Insurance Salesmanship**

Life	:	Oriental Life Officer's Assn.
Non-Life	:	G.V. Kapadia

### **1. Subjectwise Prizes**

27- Health Insurance	:	
65-Marine Underwriting	:	Madras Insurance Institute
66-Marine Insurance Claims	:	M. Subrahmaniam
81-Mathematical Basis of Life Assurance	:	Prof. K.Gopal

86-Risk Management	:	the Institute of Insurance Surveyors & Adjusters
87-Law & Economics of Insurance	:	Delhi Insurance Institute
88-Marketing & Public Relations	:	Indian Insurance Institute, Kolkata
89-Management Accounting	:	Lucknow Insurance Institute
90-Human Resource Management	:	H.L. Mathrawala
97-Legal Aspects of Industrial Relations	:	Madan Ram Barua
S-1 Principles and Practice of General Insurance and Survey and Loss Assessment : (Surveyors Examination)	:	M.L.Gupta

### Amount of Donation from Donors

#### Full Examination

a.	Fellowship Examination	Rs.25,000/-
b.	Associateship Examination	Rs.15,000/-
c.	Licentiate Examination	Rs.10,000/-
d.	C.I.S. Examination	Rs.10,000/-

\*(Including cost of gold medal)

#### Individual Subjects

a.	Fellowship	Rs.10,000/-
b.	Associateship	Rs. 8,000/-
c.	Licentiate	Rs. 5,000/-
d.	C.I.S.	Rs. 5,000/-

The Board reserves the right to alter, amend or revoke, from time to time, the rules framed for the purpose. The Board's decision shall be final in the matter.

The Chartered Insurance Institute, London grants **120 credits** to the Associates and **210 credits** to the Fellows of Insurance Institute of India in their ACII programme which requires **290 credits**. For more details about the CII courses you can visit their website [www.cii.co.uk](http://www.cii.co.uk)

The Insurance Institute of India and Chartered Insurance Institute London have entered into a special scheme of arrangement for the promotion of the Advanced Diploma in Insurance (ACII) qualification of the CII to the Associates and Fellows of Insurance Institute of India at concessional rates.

The CII's qualification framework, gives the candidates flexibility in study options. Accordingly a candidate has to accumulate 290 credit points to be eligible for getting ACII Qualification from the CII. Credit points can be accumulated by passing the CII subjects which are assigned different credit points depending on their level of difficulty.

The Associates and Fellows of the Insurance Institute of India will be granted 120 and 210 credits respectively by way of accreditation as per the scheme of arrangement. The Associates will therefore have to accumulate further 170 credits and Fellows 80 credits to be eligible to acquire ACII qualification.

The CII has also slashed the fees more than fifty percent in respect of examination fees, study course materials, membership fees and have totally exempted the admission fees and accreditation fees under this scheme. The members of III can thus save nearly 150 to 200 Sterling Pounds per subject for the examinations of CII as per this Scheme.

More details are available on CII website at [www.cii.co.uk](http://www.cii.co.uk)

The American Institute for Chartered Property Casualty Underwriters, U.S.A. grants **1 Exemptions** in their prestigious CPCU designations to the Fellows (Non-Life) of Insurance Institute of India. For more details about the AICPCU courses you can visit their website [www.aicpcu.org](http://www.aicpcu.org)

Life Office Management Association, U.S.A. grants **3 exemptions** in their FMLI designation to the Fellows (Life) of Insurance Institute of India. For more details about the LOMA courses you can visit their website [www.loma.org](http://www.loma.org)

Insurance Institute of Canada grants 3 exemptions to Associates and 4 exemptions to fellows of Insurance Institute of India in their CIP Programme consisting of 10 Subjects. For more details about the courses offered by Insurance Institute of Canada you can visit their website [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca)

## LIST OF STAFF MEMBERS AND THEIR CONTACT DETAILS

SR. NO.	NAME OF STAFF	DESIGNATION	DIRECT NO.	EMAIL ID	DEPARTMENT & NATURE OF WORK
<b>SECRETARY – GENERAL</b>					
1.	SHRI S.SHRI VASTVA	Secretary-General	022-26541150	<a href="mailto:shrivastva@iii.org.in">shrivastva@iii.org.in</a>	
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1.	Mr. R.R. Siddiqui	Secretary	022-26544299	<a href="mailto:siddiqui@iii.org.in">siddiqui@iii.org.in</a>	Head of Professional Exam./ Diploma
2.	SHRI S.N.GANDHI	Dy..Secretary	022-26541162	<a href="mailto:gandhi@iii.org.in">gandhi@iii.org.in</a>	Professional Exam
3.	SHRI A.G.SALIAN	Dy. Secretary	022-26541167	<a href="mailto:salian@iii.org.in">salian@iii.org.in</a>	Professional Exam
4.	SHRI P.N.GOGIA	Admn. Officer		<a href="mailto:gogia@iii.org.in">gogia@iii.org.in</a>	Professional Exam
5.	SMT U. DANDEKAR	Admn. Officer		<a href="mailto:dandekar@iii.org.in">dandekar@iii.org.in</a>	Professional Exam
6.	SMT. M.G.SARANG	Admn. Officer		<a href="mailto:sarang@iii.org.in">sarang@iii.org.in</a>	Diploma/Exam.
7.	SMT. M.M.SATAM	Admn. Officer		<a href="mailto:mmsatam@iii.org.in">mmsatam@iii.org.in</a>	Professional Exam
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1.	SHRI B.V.CHAVAN	Secretary	022-26500961	<a href="mailto:chavan@iii.org.in">chavan@iii.org.in</a>	Head of Estb./PLI Exam
2.	SMT. T.S.JAGAVKAR	Asst Secretary		<a href="mailto:jagavkar@iii.org.in">jagavkar@iii.org.in</a>	Agents Examination PLI
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1.	MS. PRATIBHA MEHTA	Secretary	022-26541171	<a href="mailto:mehta@iii.org.in">mehta@iii.org.in</a>	Head of Accounts and sale of study courses
2.	SHRI B.V.VAIDYA	Asst. Secretary	022-26541168	<a href="mailto:bvvaidya@iii.org.in">bvvaidya@iii.org.in</a>	Sale of study courses
3.	SHRI N.K.DABHOYA	Admn. Officer		<a href="mailto:dabhoya@iii.org.in">dabhoya@iii.org.in</a>	Sale of Study Courses
<b>DEVELOPMENT OF STUDY COURSES &amp; CUSTOMER CARE CENTRE.</b>					
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2.	SHRI M.S. RAIKAR	Asst. Secretary		<a href="mailto:msraikar@iii.org.in">msraikar@iii.org.in</a>	Development of Study Courses /CCC

## COLLEGE OF INSURANCE /KNOWLEDGE MANAGEMENT CENTRE/ INFORMATION TECHNOLOGY

1.	SHRI P.K.RATH	Director	022-26541151	<a href="mailto:rath@iii.org.in">rath@iii.org.in</a>	<a href="#">Director and Head of College/ KMC and I.T.</a>
2.	SHRI C.S.NAIR	Secretary	022-26541158	<a href="mailto:naair@iii.org.in">naair@iii.org.in</a>	Knowledge Management Centre/Personnel
3.	SHRI N.D.KOKARE	Secretary	022-26541160	<a href="mailto:ndkokare@iii.org.in">ndkokare@iii.org.in</a>	College of Insurance , I.T. & Hostel

1	SHRI K.P. SANI	Secretary		<a href="mailto:sant@iii.org.in">sant@iii.org.in</a>	
2	SMT C. M. RAIKAR	Admn. Officer		<a href="mailto:cmraikar@iii.org.in">cmraikar@iii.org.in</a>	I.T. / website updation

SECRETARIAL DEPT					
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2.	SMT. S.A. POOJARY	Admn. Officer		<a href="mailto:poojary@iii.org.in">poojary@iii.org.in</a>	Secretarial Dept.



## 19. LIST OF ASSOCIATED INSTITUTES

SR. NO.	INSTITUTES NAME AND ADDRESS	HON.SECRETARY	CONTACT NOS. & EMAIL ID
1.	Agra Insurance Institute, C/o. LIC of India, CBO 2, 2 <sup>nd</sup> Floor, Sanjay Place, M.G.Road, Agra – 282 002.	Sanjay Solanki	Office – 0562-2522273 Mobile – 09411201592 Fax – 0562-2520097 <a href="mailto:sanjay_solanki10@licindia.com">sanjay_solanki10@licindia.com</a> <a href="mailto:ansol_a@yahoo.com">ansol_a@yahoo.com</a>
2.	Ahmedabad Insurance Institute, C/o. Ground Floor, Union Co.Op.Insurance Building, Income Tax Circle, Ashram Road, Ahmedabad – 380 014.	Devendra Shah	Office – 079-221062, 221874 Mobile - 09376178349 Fax – 02762-220547 <a href="mailto:dmsah1965@gmail.com">dmsah1965@gmail.com</a>
3.	Ajmer Insurance Institute, C/o. LIC of India, Divisional Office, Ranade Marg, Alwar Gate, Ajmer – 3050 08. Rajasthan	Dinesh Chand Sethi	Office – 0145-2661074 Mobile – 09829122270 Residence – 0145-2428444 Fax – 0145-2660288 <a href="mailto:ajmer@iii.org.in">ajmer@iii.org.in</a>
4.	Aligarh Insurance Institute, C/o. LIC of India, Divisional Office, G.T. Road, Masoodabad, Aligarh – 202 001.Uttar Pradesh	Sachin Jain	Office – 0571-2420069 Mobile – 09837440099 Fax – 0571-2420052 <a href="mailto:sachin.jain@licindia.com">sachin.jain@licindia.com</a>
5.	Allahabad Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash,172 A/40, M.G.Marg, Civil Lines, Allahabad – 211 001.	Shiv Sahay	Mobile – 09336520762 Fax – 0532-2401718 <a href="mailto:Shiv.sahay@licindia.com">Shiv.sahay@licindia.com</a>
6.	Amravati Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Shrikrishna Peth, Amravati – 444 601.		Office – 0721-2552214 Fax – 0721-2552237
7.	Amritsar Insurance Institute, C/o. National Insurance Co.Ltd., D-26, Court Road, Amritsar – 143 101.	Yatish Kumar	Office – 0183-5010801 / 803 Mobile – 09417022457 Fax – 0183-2227891 <a href="mailto:amritsar@iii.org.in">amritsar@iii.org.in</a>
8.	Andaman Insurance Institute, C/o. LIC of India, Branch Office, Port Blair, Andaman – 744 101	K.C.Yohanan	Office – 03192-30619/31307/232607 Mobile – 09434286194 <a href="mailto:andaman@iii.org.in">andaman@iii.org.in</a>
9.	Asansol Insurance Institute, C/o. LIC of India, Usnagrm Branch Office, G.T.Road, West End, P.O.- Asansol, Dist.Burdwan-713 304.	Sanjib Goswami	Office-0341-2257976 Mobile-9437333989 Fax-0341-2254748 <a href="mailto:s.goswami1969@gmail.com">s.goswami1969@gmail.com</a>
10.	Aurangabad Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Adalat Road, Aurangabad – 431 005.	Shripad V. Pisu	Office – 0240-2333343 Mobile – 09922463023 Residence – 0240-2471643 Fax – 0240-2333470 <a href="mailto:sv.pisu@licindia.com">sv.pisu@licindia.com</a>
11.	Bangalore Insurance Institute, Ground Floor, United India Building, J.C.Road,	Guruprasad P.V.	Office – 080-22232955 Mobile – 09886075855 <a href="mailto:Guruprasad.pv@licindia.com">Guruprasad.pv@licindia.com</a>

	Bangalore – 560 002.		
12.	Bareilly Insurance Institute, C/o. LIC of India, Divisional Office, P&IR Department, Jeevan Prakash, Deen Dayal Puram, Bareilly – 243 001. (U.P.)	Ram Kishore	Office – 0581-2301952 Mobile – 09410656324 Fax – 0581-2301711 Kishore.ram@licindia.com
13.	Belgaum Insurance Institute, C/o. LIC of India, Divisional Office, Swaroop Plaza, Tilakwadi, Belgaum – 590 006.	Chandrashekhar S. Bolgundi	Office – 0831-2438820 Mobile – 9916039013 Fax – 0831-2427070 <a href="mailto:cs.bolgundi@licindia.com">cs.bolgundi@licindia.com</a>
14.	Bhavnagar Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Nilambag Circle, Bhavnagar – 364 001.	Manish N. Dave	Office – 0278-2522025 Mobile – 09428182836 Residence – 0278-2517346 Fax – 0278-2428676 <a href="mailto:mn_dave@licindia.com">mn_dave@licindia.com</a>
15.	Bhilai Insurance Institute, C/o. The New India Assurance Co.Ltd., Above Dena Bank, Nandini Road, Bhilai – 490 011. Dist – Durg.	G.Raja Siva Kumar	Office – 0788-4035006 Mobile – 09826268844 Residence – 0788-2286642 Fax – 0788-4035006 <a href="mailto:grs.kumar@orientalinsurance.co.in">grs.kumar@orientalinsurance.co.in</a> <a href="mailto:grsk_oic@yahoo.com">grsk_oic@yahoo.com</a> <a href="mailto:bhilai@iii.org.in">bhilai@iii.org.in</a>
16.	Bhopal Insurance Institute, T-09, Jain Tower, Nehru Nagar, Square, Bhopal - 462 003.	Dhanesh Chaturvedi	Mobile – 09229201190 Fax – 0755-2776420/4038420 <a href="mailto:lic_dhanesh@rediffmail.com">lic_dhanesh@rediffmail.com</a>
17.	Bikaner Insurance Institute, C/o. LIC of India, Divisional Office, Sagar Road, Bikaner – 334 003. Rajasthan.	Rakesh Kumar Joshi	Office – 0151-2225911 09314446614 Fax – 0151-2232208 <a href="mailto:rakeshkumarjoshi@licindia.com">rakeshkumarjoshi@licindia.com</a>
18.	Bramhapur Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Po – Khodasingi, Berhampur, Dist – Ganjam – 760 010.	Y.Nagarani	Office – 0680-2296390 / 2296387
19.	Calicut Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, LIC Road, Road, Kozhikode, Kerala – 673 001.	K.Vijayachandran	Office – 0495-2728749 Mobile – 09446189498 Residence – 0495-2377879 Fax – 0495-2721929 <a href="mailto:k.vijayachandran@licindia.com">k.vijayachandran@licindia.com</a>
20.	Chandigarh Insurance Institute, C/o. The New India Assurance Co.Ltd., SCO- 36-37, Sector 17A, Post Box No.49, Chandigarh – 160 017.	Mr. Surendra Pal	Office – 0172-22703155 Mobile - 09876191730 Fax – 0172-2730603
21.	Coimbatore Insurance Institute, C/o. LIC of India, Divisional Office, Trichy Road, Coimbatore – 641 018.	G.D.Gnanadurai	Office – 0422-2200024 Mobile – 09865438441 Fax – 0422-2234257 <a href="mailto:gdgnanadurai@yahoo.com">gdgnanadurai@yahoo.com</a> <a href="mailto:coimbatoreii@yahoo.co.in">coimbatoreii@yahoo.co.in</a>
22.	Cuddapah Insurance Institute, C/o. LIC of India, Divisional Office, P.O.Box	Ms. N.Agilandeswari	Office – 08562-254348 Mobile – 08978387124

	No.10, College Road, Cuddapah – 516 004. A.P.		Residence – 08562-244540 Fax – 08562-244281
23.	Dehradun Insurance Institute, C/o. LIC of India, Divisional Office, Haridwar Road, Dehradun – 248 001.	Manoj Verma	Office – 0135-2668130 Residence – 0135-2641519 Fax – 0135-2668897 <a href="mailto:a.maindola@licindia.com">a.maindola@licindia.com</a>
24.	Delhi Insurance Institute, 1 <sup>st</sup> Floor, 76, Janpath, New Delhi – 110 001.	Rohtash Sharma	Office – 011-23320434 / 23739662 Mobile – 09810104716 Residence – 0120-4567389 Fax – 0120-4172430 <a href="mailto:rohtash.sharma@nic.co.in">rohtash.sharma@nic.co.in</a>
25.	Dharwad Insurance Institute, C/o. LIC of India, Divisional Office, College Road, P.B.No.16, Dharwad – 580 001.	D.S.Bangra	Office – 0836-2440952
26.	Dhubri Insurance Institute, C/o. LIC of India, Branch Office, Prova Villa, T.R.Phukan Road, PO & Dist – Dhubri – 783 301. Assam	Biswajit Das	Office – 03662-230354 Mobile – 09435512001 <a href="mailto:biswajit2.das@licindia.com">biswajit2.das@licindia.com</a>
27.	Dibrugarh Insurance Institute, C/o. The New India Assurance Co.Ltd., Dibrugarh D.O., Rotary Road, Dibrugarh – 786 001. Assam	Mukti Prasad Dey	Office – 0373-2322616 Mobile – 09435355329 Residence – 0373-2326382 Fax – 0373-2324420 <a href="mailto:nia530100@rediffmail.com">nia530100@rediffmail.com</a>
28.	Ernakulam Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, M.G.Road, Ernakulam – 682 011.	K.K.Manoharlal	Office – 0484-2350301 Mobile – 09446010589 Residence – 0484-2750101 <a href="mailto:ekmininsuranceinstitute@bsnl.in">ekmininsuranceinstitute@bsnl.in</a> <a href="mailto:ernakulam@iii.org.in">ernakulam@iii.org.in</a>
29.	Goa Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Vishwas Building, EDC Complex, Patto, Panaji, GOA – 403 001	Rajendra Golatkar	Office – 0832-2438425 Mobile – 09423061543 Residence – 0832-2293666 Fax – 0832-2438427
30.	Gorakhpur Insurance Institute, C/o. LIC of India, Divisional Office, Taramandal, Gorakhpur - 273017	Akash Tripathi	Office – 0551-2230260 Mobile – 08896318366 Residence – Fax –
31.	Guntur Insurance Institute, C/o. LIC of India, Branch Office 699, Lakshmipuram, Main Road, Guntur – 522 001. A.P.	N.Ayyappa Raju	Office – 0863-2220197 Mobile – 09441545885 <a href="mailto:nayyapparaju@licindia.com">nayyapparaju@licindia.com</a>
32.	Guwahati Insurance Institute, LIC Customer Zone, Tribeni Commercial Complex, First Floor, G.S.Road, Bhangagarh, East Wing, Guwahati - 781 007 (Assam)	Babul Kumar Nag	Office – 0361-2450389 Mobile 09435043259 Resi- 0361-2342230 Fax – 0361-2547655 <a href="mailto:Nag.bk@licindia.com">Nag.bk@licindia.com</a>

33.	Gwalior Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, City Centre, Gwalior – 474 011.	Lalit Pradhan	Office – 0751-2448618 Mobile –9755193330 Residence –07514081084 <a href="mailto:lalit.pradhan@licindia.com">lalit.pradhan@licindia.com</a>
34.	Haldwani Insurance Institute, C/o. LIC of India, Divisional Office, Claims Dept., Jeevan Prakash, Nainital Road, Kathgodam, – 263 126. Uttarakhand	Prakash Chandra Bhatt	Office – 05946-26793 Mobile – 09458355286 Residence – 05946-234305 Fax – 05946-267871 <a href="mailto:pc_bhatt10@licindia.com">pc_bhatt10@licindia.com</a>
35.	Hazaribagh Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Julu Park, Holy Cross Road, Hazaribagh – 825 301.	J.C.Mittal	Office – 06546-272621 Mobile – 09431141049 Fax – 06546-272603 <a href="mailto:Jagdish.Mital@licindia.com">Jagdish.Mital@licindia.com</a> <a href="mailto:Mittal1972@gmail.com">Mittal1972@gmail.com</a>
36.	Hyderabad Insurance Institute, C/o. LIC of India, Divisional Office, South Central Zonal Office, Jeevan Bhagya, Opp. Secretariat Road, Saifabad, Hyderabad – 500 063.	Chandrashekhar	Office – 040-23237465 / 23420767 Mobile – 8019699584 Residence – 040-27018568 <a href="mailto:paranjyothipathi@yahoo.co.in">paranjyothipathi@yahoo.co.in</a> <a href="mailto:hyderabadinsuranceinstitute@yahoo.co.in">hyderabadinsuranceinstitute@yahoo.co.in</a>
37.	Indian Insurance Institute, C/o. Hindusthan Building (Annexe), 5 <sup>th</sup> Floor, 4, C.R.Avenue, Kolkata – 700 072.	Prodip Dutta	Office – 033-22125724 Mobile – 09433219926 Residence – 033-24669047 Fax – 033-22129373
38.	Indian Insurance Society, C/o. Royal Insurance Building, Ground Floor, 5, Netaji Subhash Road, Kolkata – 700 001.	Samir Kumar Chatterjee	Office – 033-22319225/22314096 Mobile – 09831184905 Residence – 033-25719813 Fax – 033-22428772 <a href="mailto:samirkumarchatterjee_nic@rediffmail.com">samirkumarchatterjee_nic@rediffmail.com</a>
39.	Indore Insurance Institute, C/o. LIC of India Building, 19, M.G.Road, Indore – 452 001.	H.C.Katariya	Office – 0731-2527396 Mobile – 09977893700 Residence – 0731-02563385 <a href="mailto:indoreinsuranceinstitute@gmail.com">indoreinsuranceinstitute@gmail.com</a>
40.	Jabalpur Insurance Institute, C/o. LIC of India, Divisional Office, Nagpur Road, Madan Mahal, Jabalpur – 482 001.	Umesh Jaiswal	Office – 0761-2671216 Mobile – 09826177105 Fax – 0761-2671340 <a href="mailto:umesh.jaiswal@licindia.com">umesh.jaiswal@licindia.com</a>
41.	Jaipur Insurance Institute, C/o. LIC of India, Divisional Office – 1, P.B.No.65, Bhawani Singh Road, Jaipur – 302 005.	P.C.Sharma	Mobile – 09829826278 Residence – 0141-2293179
42.	Jalpaiguri Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Santipara, Jalpaiguri – 735 101.	Joydip Raha	Office – 03561-255442 Mobile – 09434367737 Fax – 03561-255441 <a href="mailto:jdpraha@gmail.com">jdpraha@gmail.com</a>
43.	Jamshedpur Insurance Institute,	S.K.Biswas	Office – 0657-2423304

	C/o. LIC of India, Divisional Office, Jeevan Prakash Building, Main Road, Bistupur, Jamshedpur – 831 001.		Mobile – 09835145714 Residence – 0657-2308595
44.	Jodhpur Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, 1 <sup>st</sup> West Patel Nagar, Circuit House Road, P.B.No.58, Jodhpur – 342 011.	Manoj Kumar Dangi	Office – 0291-2657809 Mobile – 09461212017 Residence – 0291-2626201 Fax – 0291-2657801, 802 <a href="mailto:manojkumar.dangi@licindia.com">manojkumar.dangi@licindia.com</a>
45.	Jorhat Insurance Institute, C/o. LIC of India, Divisional Office, O/S Department, Jeevan Prakash, Rajabari, Jorhat – 785 014.	Sanjib Borthakur	Office – 0376-2360977 Mobile – 09435248062
46.	Jalandhar Insurance Institute, LIC of India, Divisional Office, Model Town Road, Jalandhar – 144 001.	Inderjeet Kumar	Mobile – 09876025254 <a href="mailto:Inderjeet.Kumar@licindia.com">Inderjeet.Kumar@licindia.com</a>
47.	Kanpur Insurance Institute, C/O The New India Assurance Co. Ltd., Thapar House Building , 1 <sup>st</sup> Floor, Birhana Road, Sarvodaya Nagar, Kanpur – 208 001.	Gyan Prakash Mishra	Office – 0512-2219897 Mobile – 09889799927 <a href="mailto:gyanprakashmishra@rediffmail.com">gyanprakashmishra@rediffmail.com</a> <a href="mailto:gyan.misra@nia.co.in">gyan.misra@nia.co.in</a>
48.	Karnal Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, 489, Model Town, Karnal – 132 001.	Praveen Kumar	Office – 0184-2268002 Mobile – 09416203422 Residence – Fax – 0184-2266143 <a href="mailto:praveen.kumar@licindia.com">praveen.kumar@licindia.com</a>
49.	Kolhapur Insurance Institute, C/o. The New India Assurance Co.Ltd., Divisional Office – I, 1036, E Ward, Rajaram Road, Kolhapur – 416 001.	C.K.Nadgauda	Office – 0231-2653534 Mobile – 09850247979 Residence – 0231-2546507 Fax – 0231-2658414
50.	Kottayam Insurance Institute, C/o. LIC of India, Divisional Office, Kurian Uthup Road, P.B.No.609, Nagampadom, Kottayam – 686 001.	Binu R	Office – 0481-2581963 Mobile – 09446341390 Residence – 0481-2321360 Fax – 0481-2584890 <a href="mailto:r.binu@licindia.com">r.binu@licindia.com</a>
51.	Lucknow Insurance Institute, C/o. LIC of India, Divisional Office, 30, Hazratganj, Lucknow – 226 001.	U.P.Singh	Office – 0522-2616433 Mobile – 09415580572 Residence – 0522-2681448 Fax – 0522-2624855 <a href="mailto:pratap.udai@licindia.com">pratap.udai@licindia.com</a>
52.	Machilipatnam Insurance Institute, C/o. LIC of India, Divisional Office, 2 <sup>nd</sup> Floor, Jeevan Prakash Building, Kennedy Road, Batchupet, Machilipatnam – 521 001.	A Srinivasarao	Office – 08672-223174 Mobile – 09298507657 <a href="mailto:srinivasaraoa@licindia.com">srinivasaraoa@licindia.com</a> <a href="mailto:srinuallamsetty@yahoo.co.in">srinuallamsetty@yahoo.co.in</a>
53.	Madras Insurance Institute, Bharat Insurance Building, 1 <sup>st</sup> Floor, Anna Salai, Chennai – 600 002.	R Rajesh	Mobile – 09042281853

54.	Madurai Insurance Institute, C/o. LIC of India, CA Branch, Divl.Office, 16, Palam Station Road, Sellur, Madurai – 625 002.	G. Seenivasan	Mobile – 09942350396 Fax – 0452-2525961 <a href="mailto:g.seenivasan@licindia.com">g.seenivasan@licindia.com</a>
55.	Meerut Insurance Institute, C/o. LIC of India, CBO-III, Prabhat Nagar, Saket, Meerut – 250 001.	Pramod Kumar Gera	Mobile – 09837043970 Residence – 0121-2761088 <a href="mailto:Pramod.gra@licindia.com">Pramod.gra@licindia.com</a>
56.	Mumbai Insurance Institute, Universal Insurance Building, 6 <sup>th</sup> Floor, Sir P.M.Road, Fort, Mumbai – 400 001.	V.R.Thakur	Office – 022-22823690 Mobile – 09821927773
57.	Muzaffarpur Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Umashankar Pd.Marg, Muzaffarpur – 842 002.	Ranjan Kumar	Office – 0621-2246505 Fax – 0621-2243319 <a href="mailto:kumarmeranjan@yahoo.com">kumarmeranjan@yahoo.com</a>
58.	Mysore Insurance Institute, C/o. LIC of India, Divisional Office, Mysore- Bangalore Road, Bannimantap Extension, Mysore – 570 015.	S.Sridhara	Office – 0821-2498494 Mobile – 09482378989 Residence – 0821-2361474 Fax – 0821-2490669 <a href="mailto:sridharas2006@yahoo.co.in">sridharas2006@yahoo.co.in</a>
59.	Nagercoil Insurance Institute, C/o. LIC of India, Branch Office No.1, Trivandrum Road, Krishnancoil, Nagercoil – 629 001. Tamilnadu	A.Joseph Jerin	Office – 04652-272593 Mobile – 09442522753 Residence – 04652-222793 <a href="mailto:a.josephjerin@licindia.com">a.josephjerin@licindia.com</a>
60.	Nagpur Insurance Institute, C/o. LIC of India, Divisional Office, National Insurance Building, 1 <sup>st</sup> Floor, Sales Department, S.V.Patel Marg, Kingsway, Nagpur – 440 001.	Mukesh Bhardwaj	Mobile – 09890278343 <a href="mailto:m.bharadwaj@licinida.com">m.bharadwaj@licinida.com</a>
61.	Nanded Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Hingoli Road, Gandhinagar, Nanded – 431 605.	Ravi Muley	Office – 02462-223828 Mobile – 09423437382 <a href="mailto:rt_muley@licindia.com">rt_muley@licindia.com</a>
62.	Nashik Insurance Institute, C/o. LIC of India, Divisional Office, Golf Club Ground, Nasik – 422 009.	Mahesh More	Office – 0253-2316992 Mobile – 09823769545
63.	Nellore Insurance Institute, C/o. LIC of India, Divisional Office, P.B.No.15, Dargamitta, Nellore – 524 003.	V.Chandrasekhara Sarma	Office – 0861-2326441 Mobile – 09440706012 Residence – 0861-2333459 Fax – 0861-2323109 <a href="mailto:vcs.sarma@licindia.com">vcs.sarma@licindia.com</a>
64.	Patna Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Annexe Building, Fraser Road, Patna – 800 001. Bihar	Mukesh Prasad	Office – 0612-2202204 Mobile – 09471000301 Fax – 0612-2200187 <a href="mailto:piipatna@gmail.com">piipatna@gmail.com</a> <a href="mailto:mukesh.p@licindia.com">mukesh.p@licindia.com</a>
65.	Pondicherry Insurance Institute, C/o. The New India Assurance Co.Ltd., Divisional Office, 30, J.N.Street, 2 <sup>nd</sup> Floor,	K.Narayanasamy	Office – 0413-2332744 Mobile – 09442086328 Residence – 0413-2278580

	Pondicherry – 605 001.		<a href="mailto:pondicherry@iii.org.in">pondicherry@iii.org.in</a>
66.	Pune Insurance Institute, C/o. The New India Assurance Co.Ltd., Regional Office, Sharda Centre, 2 <sup>nd</sup> Floor, Behind Nal Stop, Karve Road, Pune – 411 004.	N.R.Hariharan	Office – 020-25420115 Mobile – 09422009859 Residence – 020-25455221 Fax – 020-24450059 <a href="mailto:hari_akila@vsnl.net">hari_akila@vsnl.net</a>
67.	Raichur Insurance Institute, C/o. LIC of India, Divisional Office, Station Road, Raichur – 584 101.	Khadeeja Beegum	Mobile – 8453496841 Fax – 08532-229017
68.	Raipur Insurance Institute, C/o. LIC of India, Divisional Office, Pandri, Raipur – 492 004.	N.Jagannath Rao	Office – 0771-2583002 Mobile – 09424223731 Residence – 0771-2282591 Fax – 0771-2583169 <a href="mailto:nj.rao@licindia.com">nj.rao@licindia.com</a>
69.	Rajahmundry Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Godavari, Near Morampudi Junction, Rajahmundry – 533 103. A.P.	M.Kodanda Ram	Office – 0883-2468582 Mobile – 09866821725 Residence – 0883-2430719 Fax – 0883-2469661 <a href="mailto:m.kodandaram@licindia.com">m.kodandaram@licindia.com</a>
70.	Rajkot Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Tagore Marg, Rajkot – 360 001.	Apurva A. Popat	Office – 0281-2482806 Mobile – 09428270888 Residence – 0281-2577582 Fax – 0281-2468005 <a href="mailto:a.popat@licindia.com">a.popat@licindia.com</a>
71.	Salem Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Johnsonpet, Salem – 636 007.	K.Senthil Kumar	Office – 0427-2411489 Mobile – 09442122691 Residence – 0427-269152 Fax – 0427-2414392
72.	Sambalpur Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Ainthapali, Sambalpur – 768 004. Orissa	Satya Bhushan Bishi	Office-0663-2541421 Mobile – 09861017737 Fax – 0663-2541105 <a href="mailto:ranjan.patel@licindia.com">ranjan.patel@licindia.com</a>
73.	Satara Insurance Institute, C/o. LIC of India, Divisional Office, Sadar Bazar, Satara – 415 001.	Manisha Apte	Office – 02162-224748
74.	Satna Insurance Institute, C/o. LIC of India, Divisional Office, Krishna Complex, Krishna Nagar, Satna – 485 001.	Sumit Naganath	Office-07672-223429/224017 Mobile -09425031122 Residence-07672-237754.
75.	Shahdol Insurance Institute, C/o. LIC of India, Divisional Office, Ahuja Market, 2 <sup>nd</sup> Floor, Burhar Road, Shahdol – 484 001. M.P.	Biju T.A.	Office – 07652-245141 Mobile – 09826283027 Residence – 07652-230207 Fax – 07652-245030 <a href="mailto:ta.biju@licindia.com">ta.biju@licindia.com</a>



76.	Shimla Insurance Institute, C/o. LIC of India, Divisional Office, 14-15, SDA Complex, Kasumpti, Shimla – 171 009. H.P.	Narender Kumar Attri	Office – 0177-2629206 Mobile – 099816026199 Residence – 0177-2624199 Fax – 0177-2629201 <a href="mailto:narenderkumar.attri@licindia.com">narenderkumar.attri@licindia.com</a>
77.	Silchar Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash, Meherpur, Silchar – 788 015. Assam.	Sandip Chakraborty	Office – 03842-242668 Mobile – 09435074156 Residence – 09435460760 Fax – 03842-241461 <a href="mailto:sandip.chakraborty@licindia.com">sandip.chakraborty@licindia.com</a>
78.	Srinagar Insurance Institute, C/o. LIC of India, Divisional Office, P.B.No.459, Sonwar, Srinagar – 190 001.	G.S.Datta	Office – 0194-2500496 Fax – 0194-2500104
79.	Surat Insurance Institute, C/o. LIC of India, Divisional Office, 5 <sup>th</sup> Floor, Jeevan Prakash, Opp.Municipal Corpn., Muglisara, Surat – 395 001.	Kishor P. Patel	Office – 0261-2801203/2801502/2801503 Mobile-9825333667 <a href="mailto:kp_patel@licindia.com">kp_patel@licindia.com</a>
80.	Thanjavur Insurance Institute, C/o. LIC of India, Branch Office, Jeevan Chola, Trichy Main Road, Thanjavur	P.V.Rajan	Office – 04362-230384 Mobile – 09442282207 <a href="mailto:pv.rajan@licindia.com">pv.rajan@licindia.com</a>
81.	Trivandrum Insurance Institute, C/o. LIC of India, Divisional Office, I.T.Department, Jeevan Prakash, Pattom, Trivandrum – 695 004 Kerala.	A.Jerry Joseph	Office – 0471-6576886 Mobile – 09447236652 <a href="mailto:insinstvm@gmail.com">insinstvm@gmail.com</a>
82.	Udaipur Insurance Institute, C/o. LIC of India, Divisional Office, Sub City Centre, Udaipur – 313 001.	Lalit Kishore Parakh	Office – 0294-2487103 Mobile – 09414342543 Residence – 0294-2463224 Fax – 0294-2583558 <a href="mailto:parakhlalit.kishore@licindia.com">parakhlalit.kishore@licindia.com</a>
83.	Udupi Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Krishna, Ajjarkad, Udupi – 576 101. Karnataka	Jayprakash	Office – 0820-2593256 Mobile – 09448253084 Residence – Fax – 0820-2520202 <a href="mailto:jayprakash@licindia.com">jayprakash@licindia.com</a>
84.	Utkal Insurance Institute, C/o. LIC of India, Divisional Office, Nuapatna, Cuttack – 753 001.	Narayan Makkicj	Mobile – 9437270051 Fax – 0671-2304202 <a href="mailto:Barik.s@licindia.com">Barik.s@licindia.com</a>
85.	Vadodara Insurance Institute, C/o. LIC of India, Divisional Office, 6 <sup>th</sup> Floor, Suraj Plaza II, Sayaji Ganj, Vadodara – 390 005.	J.J.Shelat	Office – 0265-330705 Mobile – 09879894667 Residence – 0265-333023
86.	Varanasi Insurance Institute, C/o. LIC of India, Divisional Office, B/12-120, Gauriganj, Bhelupur, Varanasi – 221 001.	Ms.Kiran Gupta	Office – 0542-2454375 Fax – 0542-2451239
87.	Vellore Insurance Institute,	C.Jambu Kumar	Office – 0416-2206225



	C/o. LIC of India, Divisional Office, Jeevan Prakash, I Da Scudder Road, Vellore – 632 004.		Mobile – 09942062770 Residence – 0416-2253385 <a href="mailto:c.jambukumar@licindia.com">c.jambukumar@licindia.com</a>
88.	Vijaywada Insurance Institute, C/o. LIC of India, City Branch 2, M.G.Road, Vasu Estates, Beside Manorama Hotel, Vijayawada – 520 002.	D.V.V.S.Vara Prasad	Office – 0866-2517568 Mobile – 09440183375 Residence – 0866-2530406 <a href="mailto:varaprasaddvvs@yahoo.in">varaprasaddvvs@yahoo.in</a>
89.	Vikramshila Insurance Institute, C/o. LIC of India, Divisional Office, Naya Bazar, Sakhichand Ghat Road, Bhagalpur – 812 002.	Shiv Narayan Sah	Office – 0641-2322002 Fax – 0641-2322010
90.	Vishakapatnam Insurance Institute, C/o. LIC of India, Divisional Office, Jeevan Prakash Road, Vishakapatnam – 530 004.	N.V.N.Swamy	Office – 0891-2746477 / 2577215 Mobile – 09490670430 Fax – 0891-2746478 <a href="mailto:visakhapatnaminsuranceinstitute@yahoo.co.in">visakhapatnaminsuranceinstitute@yahoo.co.in</a>
91.	Warangal Insurance Institute, C/o. LIC of India, Divisional Office, Balasamudram, Hanamkonda, Warangal – 506 001.	P.V.S.Prasad	Office – 0870-2579108 Mobile – 09849654745 Fax – 0870-257790 <a href="mailto:pv.sivaprasad@licindia.com">pv.sivaprasad@licindia.com</a> <a href="mailto:pv_sivaprasad99@yahoo.com">pv_sivaprasad99@yahoo.com</a>

AFFILIATED INSTITUTES	
<b>Sri Lanka Insurance Academy,</b> Rakshana Mandiraya, 21, Vauxhal Street, Colombo – 3 (SRI LANKA).	
<b>Sri Lanka Insurance Institute</b> 143, St. Michael's Road, COLOMBO – 3 (SRI LANKA).	
<b>R.I.C.B. Insurance Institute</b> Royal Insurance Corporation of Bhutan Limited, Post Box No.315, Thimphu, BHUTAN	

The addresses of some other educational institutions imparting insurance education in India are given below :

SR. NO.	INSTITUTION	CONTACT DETAILS
1.	<b>National Insurance Academy,</b> 25, Balewadi, Baner Road, NIA PO,	Tel – +91-20-27204000, 27204444 Fax – +91-20-27292396, 27204555 Email – <a href="mailto:niapune@vsnl.com">niapune@vsnl.com</a>

	Pune - 411 045.	Website – <a href="http://www.niapune.com">www.niapune.com</a>
<b>2.</b>	<b>Institute of Actuaries of India,</b> 302, Indian Globe Chambers, 142, Fort Street, Off. D.N.Road, Mumbai – 400 001.	Tel – +91-22-67843333 Fax – + 91-22-67843330 Email – <a href="mailto:wagle@actuariesindia.org">wagle@actuariesindia.org</a> Website – <a href="http://www.actuariesindia.org">www.actuariesindia.org</a>

## 20. LIST OF ACCREDITED LEARNING CENTRES (IIALC)

Sr. No.	Name of Institute/Organization
1	<b>HRD Foundation- India</b> 409- New Delhi House, 27- Barakhamba Road, <u>New Delhi- 110 001.</u> Tel No.: 011-43536308,(M)-09810500469 <a href="mailto:hrdfi@vsnl.com">Email: hrdfi@vsnl.com</a> , <a href="mailto:hrdfi@airtelmail.in">hrdfi@airtelmail.in</a> <a href="http://www.hrdfi.com">Website: www.hrdfi.com</a>
2	<b>Insurance Academy – North East</b> Bardoichila Bhawan, Block-A (ASC-C), G.S. Road, Bhangagarh, <u>Guwahati – 781 005.</u> Tel No: +91 9864027566 Fax No: 0361-2460362/2134287 <a href="mailto:insac_ne@rediffmail.com">Email: insac_ne@rediffmail.com</a> <a href="http://www.insuranceacademynortheast.com">Website: www.insuranceacademynortheast.com</a>
3	<b>PIRENS' Insurance Institute,</b> At Post Loni – B.K., Tal. Rahat, Dist. <u>Ahmednagar-413 736,</u> Maharashtra (India). Tel. No. 02422-273493/273694 Fax No. 02422-273693 <a href="mailto:bvkulkarni_pirens@yahoo.com">Email: bvkulkarni_pirens@yahoo.com</a> ; <a href="mailto:info@pirensibma.com">info@pirensibma.com</a> <a href="http://www.pirensibma.com">Website: www.pirensibma.com</a>
4	<b>Siddharth College of Insurance,</b> 1/2 Swaraj Colony, Behind Medical College, <u>Nagpur – 440 027.</u> Fax No.0712 –2705973 <a href="mailto:siddharthcollegeofinsurance@gmail.com">Email: siddharthcollegeofinsurance@gmail.com</a> <a href="http://www.siddharthcollegeofinsurnce.com">Website: www.siddharthcollegeofinsurnce.com</a>
5	<b>Insurance Academy,</b> 622, Janaki – Raghunath, Pulachiwadi, Deccan Gymkhana, <u>Pune – 411 004,</u> Maharashtra (India). Tel. No. 020-25534601/25539050 <a href="mailto:insuacad@gmail.com">Email: insuacad@gmail.com</a> <a href="http://www.insuranceacademy.org">Website: www.insuranceacademy.org</a>
6	<b>Usha Deep Insurance &amp; Management Services Pvt. Ltd.,</b>

	<p>1, Ishwar Puri, (Opp. Ishwardham Mandir), Sector – 12, Indira Nagar, <u>Lucknow – 226 016.</u> Tel No. 0522-4101741 Fax No: 0522-4101746 Email: academy@ushadeep.com;info@ushadeep.com <a href="http://www.ushadeep.com">Website: www.ushadeep.com</a></p>
7	<p><b>RNIS College of Insurance,</b> C/o. ESCORTS Ltd., Bombay Dyeing Mills, Admn. Bldg., Pandurang Budhkar Marg, Worli, <u>Mumbai – 400 025.</u> Tel. No.022-24218167 Fax No.: 022-24218153 Email: mumbairnis@hotmail.com;jaiswalrama@yahoo.com; rsjaiswal@rnis.biz <a href="http://www.rniscollge.com">Web site: www.rniscollge.com</a></p>
8	<p><b>Udaipur Insurance Institute,</b> C/o. LIC of India, Divisional Office, Sub City Centre, <u>Udaipur – 313 001.</u> Tel No.: 0294-2487103 Fax No: 0294-2583558 <a href="mailto:parakhlalit.kishore@licindia.com">Email: parakhlalit.kishore@licindia.com</a></p>
9	<p><b>Indian Insurance Institute,</b> Hindustan Building (Annexe), 5<sup>th</sup> Floor, 4, C.R. Avenue, <u>Kolkata- 700 072.</u> Fax No: 033-22129373. <a href="mailto:iiikolkata@vsnl.net">Email: iiikolkata@vsnl.net</a> <a href="http://www.indianinsuranceinstitute.net.in">Website: www.indianinsuranceinstitute.net.in</a></p>
10	<p><b>Delhi Insurance Institute,</b> C/o. LIC Training Centre, 76, Janpath, <u>New Delhi – 110 001.</u> Tel No: 011-23320434/23739662 Fax No: 011-523281650 <a href="mailto:rohtash.sharma@nic.co.in">Email: rohtash.sharma@nic.co.in</a></p>
11	<p><b>Bhopal Insurance Institute,</b> T-09, Jain Tower, Nehru Nagar Square,</p>

	<p>Bhopal – 462 003.  Fax No:0755 –2776420/4038420  Email: <a href="mailto:lic_dhanesh@rediffmail.com">lic_dhanesh@rediffmail.com</a>  Website: <a href="http://www.educationvarsity.com">www.educationvarsity.com</a></p>
12	<p><b>Indian Insurance Society</b>  Royal Insurance Building (Ground Floor), 5, Netaji Subhas Road,  Kolkata- 700 001.  Tel: 033-2231 9295/2231 4096  Email: <a href="mailto:iiskolkata@rediffmail.com">iiskolkata@rediffmail.com</a>;  Website: <a href="http://www.indianinsurancesociety.org">www.indianinsurancesociety.org</a></p>
13	<p><b>Coimbatore Insurance Institute</b>  C/o LIC of India, Divisional Office, Trichy Road,  Coimbatore – 641 018.  Tel: 0422-2200024;  Email: <a href="mailto:coimbatoreii@yahoo.co.in">coimbatoreii@yahoo.co.in</a></p>
14	<p><b>Hyderabad Insurance Institute</b>  C/o LIC of India, S.C. Zonal Office, “Jeevan Bhagya”, Secretariat  Road,  Hyderabad – 500 063.  Email: <a href="mailto:hyderabadinsuranceinstitute@yahoo.co.in">hyderabadinsuranceinstitute@yahoo.co.in</a>;  Website: <a href="http://www.hyderabadinsuranceinstitute.com">www.hyderabadinsuranceinstitute.com</a></p>
15	<p><b>Trivendrum Insurance Institute</b>  C/o LIC of India, Divisional Office, Pattom, Trivandrum,  Kerala – 695 004.  Tel: 0471-6576886;  Email: <a href="mailto:insinstvm@gmail.com">insinstvm@gmail.com</a></p>
16	<p><b>Insurance Training Centre</b>  25/1, Baranashi Ghosh Street, Near Girish Park,  Kolkata – 700 007.  Tel:033-22184184/22696035; Mobile: 09830171022; Fax: 033-  22736612;  Email: <a href="mailto:insurance@bimabazaar.com">insurance@bimabazaar.com</a>;  Website: <a href="http://www.bimabazaar.com">www.bimabazaar.com</a></p>
17	<p><b>Association For Insurance Management &amp; Social Welfare</b>  A-7/8, Luv Kush Tower, 2<sup>nd</sup> Floor, Exhibition Road,  Patna – 800 001(Bihar).  Tel: 0612-6456780; Fax:0612-2320410;  Mob:09431422007,09334109159;  Email: <a href="mailto:ratanprasad0612@rediffmail.com">ratanprasad0612@rediffmail.com</a>,<a href="mailto:ratanprasad0612@yahoo.com">ratanprasad0612@yahoo.com</a>;  Website: <a href="http://www.aimsinstrg.com">www.aimsinstrg.com</a></p>

## 21. TABLE OF LANGUAGES

Paper Number	Question paper will set in		Answers are allowed to be written in	
	Hindi	English	Hindi	English
Licentiate/Specialised Diploma/ Certificate. Papers 01,02,11,and14	Yes	Yes	Yes	Yes
Licentiate Online examinations Papers 01,02,11 and14.	No	Yes	No	Yes
Associateship Papers 28 and 47	No	Yes	No	Yes
Associateship All other Papers from paper 22 to 79	Yes	Yes	Yes	Yes
Fellowship Papers 81,82, 84, 89 and 92	No	Yes	No	Yes
Fellowship All other papers	No	Yes	Yes	Yes
Foundation of Casualty Actuarial Science Papers A-1,A-2,A-3 and A-4	No	Yes	No	Yes
Specialized Diploma Marine/ Fire	Yes	Yes	Yes	Yes
Surveyors All Papers	Yes	Yes	Yes	Yes
CIS Paper 32	Yes	Yes	Yes	Yes
CIS Papers 30 and 31	Yes (also in other major Regional Languages)	Yes (also in other major Regional Languages)	Yes (also in other major Regional Languages)	Yes (also in other major Regional Languages)