

**National Institute of Open Schooling**  
**(Vocational Education Department)**

**Circular**

27<sup>th</sup> Dec. 2011

**Subject:** Inviting applications to get Accreditation to run one year vocational course "**Diploma in Insurance Services**"

Keeping in view the growth of insurance sector in India and non-availability trained/qualified manpower at lower or middle level for insurance companies as well as for the intermediaries like Insurance Brokers, Corporate Agents, Surveyors, Third Party Administrator (TPA) and Insurance Agents; National Institute of Open Schooling (NIOS) introduces a new course on "**Diploma in Insurance Services**".

**Details of the course is as follows:**

1. Duration : One year
2. Entry qualification : 10+2
3. Course Fee : 5500/- (Rs. 4400 AVI share & Rs. 1100 NIOS share)
4. Teaching hrs. : Total 500 hrs

Institutions like NGO, academic institutes , insurance companies , insurance training centres , existing AVI willing to become Accredited Vocational Institutes (AVI) of NIOS to run this course, are requested to apply to get accreditation of NIOS

The Accredition norms & form are available on the NIOS website ([www.nios.ac.in](http://www.nios.ac.in)). Application form with the demand draft of Rs. 2500 in case of existing AVI & Rs. 5000 in case of institutions applying for the first time, in favour of Secretary , NIOS payable at concerned regional centre may be submitted to the concerned Regional Director of NIOS.

# Diploma in Insurance Services

(456,457,458,459,460)

The institution having the following requisite infrastructure, may apply for accreditation:

- A. **Class Room(for theory)** : Class room for 25 students (minimum area 15X20 sq. ft.) should have proper ventilation, well-illuminated, black board/white board and availability of adequate furniture and ceiling fans.

❖ **Furniture**

- Student Tables 25 nos.
- Armless Chairs 25 nos.
- Blackboard/Whiteboard 01 no.
- Display Board 01 no.
- A Table & A Chair for instructor

B. **Equipment- Lab**

1. **Room Size** – 25 X 20 sq. ft.

2. **Equipment**

- Computer: Pentium IV and above 4
- Software Package viz. windows XP and above, MS-Office, Recent Software on Insurance
- Printer 02 no.
- Modem and Internet connection Broadband
- CD Writer should be available
- LCD projector 01 no
- OHP 01 no.
- Photocopier 01 no

3. **Furniture**

- Computer Tables 12 nos.
- Revolving Chairs 25 nos.
- Blackboard/Whiteboard 01 no.
- Display Board 01 no.

4. **Stationery**

Computer paper(A4 Size), CDs, pen-drive, printer cartridge, white board marker/chalk, DVDs etc.

C. **Batch Size:** 25 x 2 i.e.50 students

D. **Reference material and instructional books** – Appropriate reference books by reputed authors in the field of Insurance services & Business Environment, recent software on Insurance should be available.

**E. Faculty -**

<b>Faculty &amp; Supporting Staff</b>	<b>Educational/Professional Qualification</b>	<b>No.</b>
Coordinator	Graduate	01
Instructor	Post Graduate in Commerce with Knowledge of Insurance Services from recognized university with Computer Knowledge Or Graduate in Commerce with minimum one year Diploma in Insurance from recognized university/institution with Computer Knowledge	04
Lab in charge/lab Assist.	10 <sup>th</sup> class pass with Computer Knowledge	01
Receptionist cum clerk	Relevant to job	01
Assistant	Relevant to job	

**F. Physical Facilities :** The institution should have the facilities for Drinking water, Bathrooms & Toilets.

**G. Library :** Library should have utility books/articles/magazines related to course in related subject.