LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM
(Affiliated to Gauhati University)

Common Rules and Regulations

Policy Guidelines/Parameters for conducting Certificate Course

The College offers Add-On/Certificate Courses for students, who are pursuing that full time Bachelor's Course in the campus, although it is not mandatory

List of Certificate Courses

1. Certificate course in Fundamentals of Stock Markets. Department of Commerce, (Only for TDC 1st Semester students).
2. Certificate course in Fundamentals of Insurance & Risk Management, Department of Management, (Only for TDC 2nd Semester students).
3. Certificate course in Information Technology in Business, Department of Computer Science, (Only for TDC 3rd Semester students).
4. Certificate course in Fundamentals of E-Filing of Returns, Department of Accountancy, (Only for TDC 4th Semester students).
5. Certificate course in Investment Management, Department of Commerce, (Only for TDC 6th Semester students).
6. Certificate course in Mushroom Culture Technology, Department of Botany, (Only for TDC students).
7. Certificate course in Tourism and Cultural Heritage Study, Department of History, (Only for TDC students).
8. Certificate course in Household Wiring, Department of Physics, (Only for TDC students).

(a) Any academic department/ Cell of the College can conduct the certificate course with due approval from the Governing Body of the college.

(b) Announcement of the course should be made at least one month prior to the beginning of the course and most preferably before commencement of new academic session.

(c) Students can opt for any one Certificate course which is designed by the department at a time. No one is eligible to enroll in more than one Certificate course in one particular semester.

(d) There should be only one Coordinator of each course from the concerned department/Faculty who introduced the certificate course. To facilitate the accountability and effectiveness, faculties of the department must be entrusted with this job.

(e) Each course should be held at least once in a year and must be specific for whom the course is designed.

(f) The maximum number of enrollment in each course is limited upto 50.

(g) The courses and examination should be held on the weekends (Sunday or holidays). Under no circumstance regular classes should not be hampered.

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BOARD OF STUDIES METING Dated: 13-06-2022
Academic Session: 2022-23

Agenda:

1. To prepare and accept the syllabus for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
2. To prepare and accept the Regulation for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
3. Misc.

Resolution:

1. Prepare and accepted the syllabus and model question paper for certificate course of the undernoted departments for implementation for that Academic year 2022-23 onwards.
2. Prepare and accepted the Common rules and regulation for certificate course introduced by different departments for implementation for that Academic year 2022-23 onwards.

List of Certificate Courses

1. Department of Commerce, Certificate course in Fundamentals of Stock Markets (Only for TDC 1st Semester students).
2. Department of Management, Certificate course in Fundamentals of Insurance & Risk Management (Only for TDC 2nd Semester students).
3. Department of Computer science, Certificate course in Information Technology in Business (Only for TDC 3rd Semester students).
4. Department of Accountancy, Certificate course in Fundamentals of E-Filing of Returns (Only for TDC 4th Semester students).
5. Department of Commerce, Certificate course in Investment Management (Only for TDC 6th Semester students).
6. Department of Botany, Certificate course in Mushroom Culture Technology (Only for TDC students).
7. Department of History, Certificate course in Tourism and Cultural Heritage Study (Only for TDC students).
8. Department of Physics, Certificate course in Household Wiring (Only for TDC students).

Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

8. Dr. Sanjay Kanti Das
9. Bhusan Ch. Deb
10. Pradip Majumder
11. Pannu Chowdhury

2. Dr. Manash Marwein
3. Palash Upadhyay
4. Biman Acharjee
5. Bablu Basumatary
6. NBS Chowdhury

(h) The duration of the course shall not be less than 45 days (30 hours with 6 credit points). 70 percent of the time should be devoted in class room teaching and 30 percent on hands on training or in case/self- study.

(i) The enrollment fee would help to meet the cost of the faculty, background materials and also to ensure that the members who are enthusiastic towards the course would only attend the course. The course fee is subject to a maximum of Rupees Three hundred only. One third of the fee what so ever collected needs to be transferred to college fund and rest amount may use for running the course. The college will supply blank answer scripts only for written examination of the certificate course.

(j) The minimum attendance for the course should be 75%.

(k) Every department who is organizing the certificate course shall evaluate the participants through the examination process to be conducted by the respective departments.

(l) Certificate of participation must be issued to the successful candidate by the departments in the standardized format.

(m) For evaluation of participant's performance both theory and practical marks will be considered and it will be expressed on percentage and later converted into 10 point CGPA. (for example, 55 percentage is equal to 5.8 CGPA, 70 percentage is equal to 7.4 CGPA).

Formulated by the BOS

Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

1. Dr. Sanjay Kanti Das
2. Dr. Manash Mandal
3. Paresh Upadhyay
4. Biman Acharjee
5. Bablu Bhowmik
6. NSS Chowdhury
7. Shaleh Akram
8. Bhusan Ch. Das
9. Pradip Majumder.
10. Pawan Chetry

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DEPARTMENT OF MANAGEMENT

CERTIFICATE COURSE IN

Fundamentals of Insurance & Risk Management

(Only for TDC 2nd Semester students)

Marks: 100 (70 for Theoretical and 30 for Practical) Credit: 6 **Lectures 45**

Objective: The objective of this certificate Couse is to develop on understanding among students about identifying analyzing and managing various types of risk. Besides, the students will be in a position to understand principles of insurance and its usefulness in business along with its regulatory framework.

Syllabus for Certificate Course

Unit I: 10 Lectures

Risk and Managing Risk, Concept and types of risk, Sources and Measurement of Risk, Risk evaluation and Risk Management.

Unit II: 10 Lectures

Concept of Insurance, Need for Insurance, Insurance legislations, Globalization of Insurance Sector, Reinsurance.

Unit III: 15 Lectures

Nature of Insurance Contract, Principle of utmost Good Faith, Insurable Interest, proximity cause, contribution and subrogation, indemnity, Legal Aspect of insurance contract. Types of insurance: Life and Fire Insurance, Health insurance, Marine Insurance, Automobile Insurance.

Unit IV: 10 Lectures

Regulatory Framework of Insurance: Role, Power and Functions of IRDA, Composition of IRDA, IRDA Act, 1999.

Unit 5:
Project/ Practical

Suggested Readings:

1. George, E. Rajda, Principles of Risk Management and Insurance, Pearson Education.
2. Dorfman, Marks S., Introduction to Risk Management and Insurance, Pearson.
3. Gupta P.K., Insurance and Risk Management, Himalaya Publishing House.
4. Mishra, M.N. Principles and Practices of Insurance, S. Chand and Sons.
5. Vaughan, E.J. and Vaughan T., Fundamentals of Risk & Insurance, Wiley and Sons, New York.
6. Hansell, D.S. Element of Insurance, MacDonlald and Evans Ltd.

DEPARTMENT OF MANAGEMENT

CERTIFICATE COURSE IN
Fundamentals of Insurance & Risk Management
(Only for TDC 2nd Semester students)

Question Paper Pattern
. Total Marks for
Theory Examination: 70 Time: 3hours
Practical Examination: 30 Time: 1hour
All Units (from unit 1 to Unit 4) of the syllabus carries equals marks.

Question Pattern & Marks Division

Q.1. Ten short questions carrying 1 mark each. (1 x 10 = 10). There will be only 10 questions and all the ten short questions are compulsory. Alternative choice is not available.

Questions in this category may be of "direct answer" type or they may be of "multiple choice" type or they may be of "filling in the gap" type. It is advisable to mix different categories but the question setter has freedom in this respect.

**** The question setter is required to provide answers to the questions in Q, No.1 in a separate sheet along with the question paper.**

Q.2. Six short questions will be asked out of which five questions are to be answered. Marking pattern is 2 marks for each. (2 x 5 = 10).

Q.3. Six questions will be asked out of which Four (4) are to be answered. Marking pattern is 5 marks for each question (5 x 4 = 20).

Q.4. Five questions will be asked out of which three questions are to be answered. Marking pattern is 10 marks for each. (10 x 3 = 30). The marks allotment for these questions may be accumulated, for example 2+3+5 = 10, or 5+5=10 etc.

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DEPARTMENT OF MANAGEMENT

CERTIFICATE COURSE IN
Fundamentals of Insurance & Risk Management
(Only for TDC 2nd Semester students)

INSTRUCTION TO PAPER SETTERS

1. Confidentiality must be strictly maintained.
2. The question papers should be prepared strictly in accordance with the syllabus. Specification and design of the question paper of the department.
3. The question paper should cover the entire syllabus with proper distribution and weightage of marks for each question or a part thereof. The question paper should cover all units so as to discourage selective study and cramming. **No question should be set outside the syllabus.** As far as practicable, repetition of last your questions may be avoided.
4. Maintaining the standard, the language of questions should be simple, direct, and worded clearly and unequivocally so that the candidates may have no difficulty in appreciating the scope and purpose of the questions. The length of the expected answer should be specified as far as possible in the question itself.
5. Particular care should be taken to ensure that the candidates may have reasonable time to think over and to answer all questions within the allotted time, leaving a fair margin for revision work.
6. Question which may offend or hurt the sentiment of the examinee on the ground of religion, community, political belief and social system should be avoided.
7. The manuscripts of question paper should be legibly written or typed by the question setter. Papers should be typed in the format as:
   - Paper size: **A4**; Font style: **Time New Roman;** Font size:12; Line spacing:1.5; Header portion should be in font size 14 with **bold and capital letters.**
   - The print should be sufficiently dark and clear to produce good quality photocopies.
   - Each page must be numbered clearly, (e.g.) page 1 of 2, at the middle bottom of the page.
   - Use only one side of the paper when printing the examination paper.
8. All relevant draft and notes should be effectively destroyed. **No copy of any question paper is to be retained by the question setter.**
9. 'Instruction to the examinee' should be correctly specified on first page of the question paper.
10. Paper setters are requested to record in the margin opposite to each question the maximum number of marks they intend to assign to it.
11. If any of the near-relation of the paper setter is appearing at the examination, it should be intimated prior to undertaking this assignment.
12. Please type **'END OF PAPER'** immediately after the last question.

Add on Course
Dept. of Management
Fundamentals of Insurance and Risk Manag

Sl. No	Roll	Name	CGPA	
1	22DC 067	NIKITA CHACHRA	6.8	Nikita Chachra
2	22DC 012	RINGJANAM KHEMPRAI	6.6	Ringjanadi Khemprai
3	22DC 068	SHOVAJIT DAS	6.7	Shwajit Das 7/8/2023
4	22DC 066	BARI YASH	6.9	Bard yash 07/08/2
5	22DC 062	SRUTI TELEGU	6.8	Sruti Telegu 07/08
6	22DC 061	UJJAL KR. DAS	6.5	Ujjal kr. Das 07/08/23
7	22DC 064	AMAN VERMA	6.7	Aman Verma 07/08/2023
8	22DC 066	MONOJ SAHA	6.9	Monoj Saha
9	22DC 060	PRAPTI DEY	6.8	Prapti Dey.
10	22DC 009	ARNAV ACHARJEE	6.7	Arnav Acharjee

Nakul Paul.
Signature
of HOD, Managemen
Lumding College,
Lumding, Hojai
Assam

ESTD 1959

Estd.-1959
LUMDING COLLEGE
LUMDING

LUMDING COLLEGE

LUMDING, HOJAI, ASSAM

(Affiliated to Gauhati University)

Reaccredited by NAAC 'B' Grade

Certificat

This is to certify that **ARNAV ACHARJEE B.COM 2ND SEM. HONOURS** student of Lumding College, Lumding, Hojai, Assam has enrolled bearing No. **22DC009** & successfully completed the Certificate Course in **FUNDAMENTALS OF INSURANCE AND RISK MANAGEMENT** organized by the Department of **MANAGEMENT** during **2022-23** with CGPA **6.7**

Debabrata Majumder
Course Co-ordinator

Nakul Paul
Head of the Department

Dr. Mrinal Kanti Paul
Principal,
Lumding College

VOUCHER

OFFICE OF THE PRINCIPAL

LUMDING COLLEGE

Being amount ~~paid to~~ Received from Debabrata Majumder

on account of Add on Course fees of 10 students of B. Com 2nd Sem honour

the sum of Rs. 1000/-

Rupees One Thousand Only.

Vide Cash/~~Cheque No.~~ Cash Date 18/05/23

as part/full and final settlement.

Prepared by

18/5/23

R.V.

Date

Roll No.	NAME	Marks of defaulter	16/2	17/2	20/2	21/2	22/2	23/2	24/2	25/2	27/2	28/2
22DC006	Manoj Saha		P	P	P	P	P	.	P	.	P	P
22DC009	Amar Acharju.		P	P	.	P	.	P	P	P	P	P
22DC012	Ringjanadi Khemprai		P	P	P	P	P	P	P	P	P	P
22DC061	Bijal Kr. Das.		P	P	P	P	P	P	.	P	P	P
22DC062	Souli Telugu		P	P	P	P	P	.	P	P	P	P
22DC064	Aman Verma		P	P	P	P	.	P	P	P	P	P
22DC060	Prapti Dey		P	P	P	.	P	P	P	P	P	.
22DC066	Bari Yash		P	P	P	P	P	.	P	P	P	P
22DC067	Nikita Chachra		P	P	P	P	P	P	.	P	P	P
22DC068	Shuvajit Das		P	P	.	P	P	P	P	P	P	P

Roll No.	NAME	Marks of	Marks o defaulte	2/3	3/3	4/3	6/3	9/3	10/3	13/3	15/3	17/3	20/3	22/3	24/3	27/3
22DC006	Manoj Saha			P	.	P	P	P	P	P	.	P	P	P	P	P
22DC009	Arnav Acharjee.			P	P	P	P	P	.	.	P	P	.	.	P	.
22DC012	Ringjanadi Khemprai			P	P	P	P	.	P	P	P	P	P	P	.	P
22DC061	Vishal Kr. Das.			P	P	P	P	P	P	-	P	P	.	.	P	P
22DC062	Srishti Tewari			P	P	P	P	P	P	P	P	P	P	.	P	P
22DC064	Aman Verma			.	P	P	P	P	P	P	P	P	P	.	P	P
22DC060	Prapti Dey			P	P	.	P	P	P	P	.	P	P	P	P	P
22DC066	Bani Yash			.	P	P	P	P	P	P	P	P	P	P	P	P
22DC067	Nikita Chachra			P	P	P	.	P	P	P	P	P	P	P	P	P
22DC068	Shuvajit Das			P	P	P	P	P	P	P	P	P	P	P	P	P

Roll No.	NAME	Marks of	Marks of defaulter	17/4	18/4	19/4	20/4	21/4	24/4	25/4	26/4	27/4	28/4
22DC006	Manoj Saha			.	P	P	P	.	.	.	.	P	P
22DC009	Arnav Acharju.			.	P	P	.	P	.	P	P	P	.
22DC012	Ringjanadi Khemprai			.	P	.	P	P	P	P	P	.	P
22DC061	Vijay Kr. Das.			P	.	P	P	.	P	.	P	P	P
22DC062	Sonali Tewari			P	P	P	P	P	.	P	P	P	P
22DC064	Aman Verma			P	.	P	P	P	P	P	P	P	P
22DC060	Prapti Dey			P	P	P	P	.	.	P	P	P	P
22DC066	Bari Yash			P	P	P	P	P	P	P	P	P	P
22DC067	Nikita Chachra			P	P	P	P	P	P	P	P	P	P
22DC068	Shuvajit Das			.	P	P	P	P	P	P	.	P	P