

DIPLOMA IN INSURANCE SERVICES **(456/457/458/459/460)**

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

A. Classroom :

Class room for 25 students (minimum area 225 sq. ft.) with proper ventilation, well-illuminated, black board/ white board and availability of adequate furniture and ceiling fans.

B. Lab:

Room Size – 250 sq. feet

C. Faculty and Supporting Staff :

- **Coordinator:** One Coordinator
- **Instructor:** One Instructor with minimum qualification of Post Graduate in Commerce with Knowledge of Insurance Services from recognised university with knowledge of computer operations, or Graduate in Commerce with minimum one year Diploma in Insurance from recognised university/ institution with Computer Knowledge.
- **Lab In Charge/ Lab Assistant**
- **Receptionist cum Clerk**
- **Assistant relevant to Job**

D. List of Tools and Equipment :

1. Lab Equipments

- | | |
|---|-------|
| ➤ Computer | 1 No. |
| ➤ (latest version with software on Insurance like Windows XP and MS Office) | |
| ➤ Printer | 1 No. |
| ➤ Photocopier | 1 No. |
| ➤ Telephone | 1 No. |
| ➤ File cabinets | 1 No. |
| ➤ Colour TV | 1 No. |

2. Furniture:

- | | |
|-----------------------|--------|
| ➤ Flat Surface Tables | 5 Nos. |
| ➤ (2.5 Feet approx.) | |
| ➤ Revolving Chairs | 5 Nos. |
| ➤ Display Board | 1 No. |

3. Stationary:

Computer Paper, CDs, Pen-drive, Printer Cartridge, White board marker/Chalk DVDs etc.

4. Reference books and instructional material

Appropriate reference books by reputed authors in the field of Typewriting should be available.

E. Physical Facilities :

The institution should have the facilities for Drinking water, bathrooms & toilets.

F. Library :

Library should have utility books/articles/magazines in related subject.

G. Batch Size :

25 x 4 i.e. 100 students (maximum intake in one year should not exceed 100 students).