CBSE | DEPARTMENT OF SKIL EDUCATION
CURRICULUM FOR SESSION 2026-2027

INSURANCE (SUBJECT CODE 814)

JOB ROLE: Sales Executive

CLASS–XI & XII

COURSE OVERVIEW:

Insurance as a financial intermediary, it is a commercial enterprise and a major part of the financial services industry, but individual entities can also self-insure through saving money for possible Insurance is a means of protection from financial loss. It is a form of risk management, primarily used to hedge against the risk of a contingent or uncertain loss. An entity which provides insurance is known as an insurer, insurance company, insurance carrier or underwriter, future losses.

This course provides an introduction to insurance services and financial institutions; students also compare the operations of different private institution product. Students **examine the principles of insurance and the various services of LIC and GIC**

OBJECTIVES OF THE COURSE:

In this course, the students will be introduced to the fundamentals concepts of insurance and features and principles of various general insurance products available in our country. This course prepares the students to take up various positions in the insurance industry. The course is also a stepping stone for students aspiring to undertake higher education in Commerce, Insurance, Management, etc.

Following are the main objectives of this course.

- To acquaint the learners with basic principles underlying the provisions of tax laws
- To familiarize the students regarding various functions and concepts of general Insuranceand career opportunities available in these fields.
- To develop practical understanding among the students associated to procedure oftaking up of policy and claim settlement procedure, organizing through classroom discussion/ participation and projects.
- To provide brief insight about the structure of IRDA in our country and how it works ondifferent parameters.

- To provide knowledge to students in concise and understandable format so that studentscould learn and apply these concepts in their career for the growth.
- To develop skills in students which are required for insurance career
  - Customer Dealings
  - People with patience
  - People good with numbers and accounting
  - Good Analytical Skills

SALIENT FEATURES:

In this modern time, money and its necessity is very important. A developed financial system of the country ensures to attain development. To attain development there should be a good developed financial system to support not only the economic but also the society. So, a bank plays a vital role in the socio economic matters of the country.

The important role of banks/insurance Company

- It promotes saving habit of people
- Capital formation and promote industry.
- Generates employment opportunities
- Facilitating Trade and Commerce Industry.
- Applying of monitory policy

LIST OF EQUIPMENT AND MATERIALS:

The list given below is suggestive and exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the institution so that the routine tasks can be performed by the students regularly for acquiring adequate practical experience.

Teaching/Training Aids:

- Computer
- Different forms available for taking policy
- Different forms available for claim settlement
- Broachers of different companies.
- Computer
- LCD Projector
- Projection Screen
- White/Black Board

- Chart papers

CAREER OPPORTUNITIES:

- Actuary. Actuaries assess risk so they can set premiums
- Claims Adjuster
- Claims Examiner
- Insurance Claims and Policy Processing Clerk
- Insurance Investigator
- Insurance Sales Agent
- Insurance Underwriter

VERTICAL MOBILITY:

After 12th grade in commerce, a student can opt for graduation in commerce and takeinsurance as specialization, following career options are available in field.

- Diploma courses
- Certificate courses
- B.Com. in Banking and Insurance
- B.Voc in Insurance
- Master's Degree courses specialization in insurance
- Master in Insurance & Risk Management.
- Master in Quantitative Finance and Insurance.
- MSc in Econometrics, Operations Research, and Actuarial Studies. .
- Master in finance, accounting and insurance. .
- MSc in Finance and Risk Management.
- MSc Insurance and Risk Management.
- PhD programs

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects.

INSURANCE XI (SUBJECT CODE 814)
Session-2025-26
Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	**Employability Skills**		
	Unit 1 : Communication Skills-III	13	2
	Unit 2 : Self-Management Skills-III	07	2
	Unit 3 : ICT Skills-III	13	2
	Unit 4 : Entrepreneurial Skills-III	10	2
	Unit 5 : Green Skills-III	07	2
	Total	**50**	**10**
Part B	**Subject Specific Skills**		
	Unit 1: Introduction	30	10
	Unit 2: Life Insurance	50	20
	Unit 3: Annuities and Unit Linked Policies	45	10
	Unit 4: Post - Issue Matters	25	10
Part C	**Practical Work**	**150**	**50**
	Project	60	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	**60**	**40**
	GRAND TOTAL	**260**	**100**

NOTE: The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-III	13
2.	Unit 2: Self-Management Skills-III	07
3.	Unit 3: ICT Skills-III	13
4.	Unit 4: Entrepreneurial Skills-III	10
5.	Unit 5: Green Skills-III	07
	TOTAL DURATION	**50**

Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS (Class XI)

S. No.	Units	Duration in Hours
1.	Unit 1: Introduction	30
2.	Unit 2: Life Insurance	50
3.	Unit 3: Annuities and Unit Linked Policies	45
4.	Unit 4: Post - Issue Matters	25
	Total	**150**

S. No.	Unit	Sessions
1.	Introduction	• Risk • Financial Implications of Risk • Insurance—Mechanism of Covering Risk • Need for Insurance • History of Insurance in India • Nationalization of Insurance Sector • Liberalization in Insurance Sector • Regulatory Body for Insurance Sector
2.	Life Insurance	• Organizational Set Up

		• Selling Life Insurance through Agents & Banks • Objectives of Life Insurance • Advantages of Life Insurance • Types of Life Insurance Policies • Principle of Insurable Interest and Utmost Faith • Suicide Clause • Procedure of taking Life Insurance Policy • Nomination
3.	Annuities and Unit Linked Policies	• Annuities—Meaning • How does Annuity Work • Types of Annuities • ULIP—Concept • Comparison between ULIP and Traditional Insurance Plans • Mechanism of ULIP • Deductions/ Charges of Fund Manager • Factors for Selecting ULIP
4.	Post - Issue Matters	• Lapse of Policy • Revival of Lapsed Policy • Surrender Value of Policy • Assignment of Life Insurance Policies • Procedure of Settling Claims

INSURANCE XII (SUBJECT CODE 814)
Session-2025-26
Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	**Employability Skills**		
	Unit 1 : Communication Skills-IV	13	2
	Unit 2 : Self-Management Skills- IV	07	2
	Unit 3 : ICT Skills- IV	13	2
	Unit 4 : Entrepreneurial Skills- IV	10	2
	Unit 5 : Green Skills- IV	07	2
	Total	**50**	**10**
Part B	**Subject Specific Skills**		
	Unit 1: General Insurance	25	10
	Unit 2: Fire Insurance	25	08
	Unit 3: Marine Insurance	30	08
	Unit 4: Motor Vehicle Insurance	20	08
	Unit 5: Medi-Claim and Accident Insurance	25	08
	Unit 6: Burglary and Theft Insurance	25	08
	Total	**150**	**50**
Part C	**Practical Work**		
	Project	60	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	**60**	**40**
	GRAND TOTAL	**260**	**100**

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	TOTAL DURATION	**50**

The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: General Insurance	25
2.	Unit 2: Fire Insurance	25
3.	Unit 3: Marine Insurance	30
4.	Unit 4: Motor Vehicle Insurance	20
5.	Unit 5: Medi-Claim and Accident Insurance	25
6.	Unit 6: Burglary and Theft Insurance	25
	TOTAL DURATION	**150**

S. No.	Unit	Sessions
1.	**General Insurance**	• Meaning and importance of General Importance. • Different types of General Insurance. • Fire Insurance. • Marine Insurance. • Motor Vehicle Insurance. • Medi-Claim Insurance. • Accident Insurance. • Burglary and Theft Insurance. • Present Organizational set up of General Insurance companies in India - GICI - its subsidiaries, Private Companies. • Principles of General Insurance - Insurable Interest, Indemnity, subrogation, good faith.
2.	**Fire Insurance**	• Types of Fire insurance Polices - Their main features and clauses. • Meaning & Significance of Average Clause. • Procedure for taking Fire Insurance Policies and settlement of claims.
3.	**Marine Insurance**	• Three types of Marine insurance - Cargo Insurance, Hull Insurance and Freight Insurance. • Types of Policies. • Clauses of a Marine Insurance Policy. • Marine losses. Topics in study material are- ➢ Sale Contract ➢ History of Marine insurance
4.	**Motor Vehicle Insurance**	• Types of Polices and Risks Covered therein. • Procedure for obtaining motor Insurance Policy. • Settlement of claims. Topics in study material are- ➢ Liability to pay compensation in certain cases on theprinciple of no fault ➢ Forms of Motor Vehicle Insurance Policies
5.	**Medi-Claim and Accident Insurance**	• Important conditions of such Polices and Benefitsavailable therein, Procedure for claims.
6.	**Burglary and TheftInsurance**	Need for such Insurance. • Information to be furnished and procedure to be follow. • Recovering the claims. Topics in study material are- • Exclusions from the Policy • Procedure of Claim under Theft or Burglary Policy • Format of Theft and Burglary Policy

PRACTICAL GUIDELINES FOR CLASS XI

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project -10 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. Visit the websites of five different Insurance companies offering Life Insurance. Make a Project detail of various policies offered by them.
2. Prepare a comprehensive report for each of these companies covering the following:
   a) Insurance products best suited for the different life stages- take 5 examples like child below 10 years, 20-year-old young boy, Married woman, 30-year-old unmarried lady, a retired person etc.
   b) Recommend the best suited Life insurance policy to different category of individuals.
   c) List of documents to be submitted for applying each type of insurance policy. Also paste sample application forms.
   d) Explain the claim procedure along with the required document at the time ofoccurrence of insured event.
3. Prepare a comprehensive report for each of these companies covering the following:
   a) Insurance products best suited for the different life stages- take 5 examples like child below 10 years, 20-year-old young boy, Married woman, 30-year-old unmarried lady, a retired person etc.
   b) Recommend the best suited Life insurance policy to different category of individuals.
   c) List of documents to be submitted for applying each type of insurance policy. Also paste sample application forms.
   d) Explain the claim procedure along with the required document at the time of occurrence of insured event.

Demonstration of skill competency in Lab Activities - 10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on**:**

a) Introduction,

b) Identification of core and advance issues,

c) Learning and understanding and

d) Observation during the project period.

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

Two examiners, assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum (Under NSQF) of which one Examiner Is EXTERNAL appointed by CBSE and the other Examiner should be from the home school. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project - 10 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. Make a detailed profile of your neighbors and friends, in terms of their demographic, riskappetite and insurance requirements.
2. Prepare a comprehensive report based on the above covering the following:

a) Insurance products best suited for their requirements and give the rationale for thesame.

b) Details of the regulatory aspects of each of the recommended types of Insurancefrom investment and protection point of view.

c) List the documents to be submitted and fill few sample applications.

d) Explain the procedure along with the requirements for claiming insurance at the timeof occurrence of insured event.

3. Make a detailed profile of your friends, in terms of their demographic, risk appetite andinsurance requirements.

4. Prepare a comprehensive report based on the above covering the following:

a) Insurance products best suited for their requirements and give the rationale for the same.

b) Details of the regulatory aspects of each of the recommended types of Insurancefrom investment and protection point of view.

c) List the documents to be submitted and fill few sample applications.

d) Explain the procedure along with the requirements for claiming insurance at the timeof occurrence of insured event.

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

a. Introduction,

b. Identification of core and advance issues,

c. Learning and understanding and

d. Observation during the project period