

17CMU511B	BANKING AND INSURANCE- (PRACTICAL)	Semester V			
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### Scope

Banking and insurance represents the Banking Regulation Act, Relationship between Banker and Customer and Credit control measures. This paper provides the types of account, position of surety, Mortgage, Loan and advances internet banking and insurance and types of risk, indemnity and role of IRDA.

### Objective

To impart knowledge about the basic principles of the banking and insurance

### List of Practicals

1. Draft chart of Banking system
2. Forms of various accounts and deposits of Commercial Banks.
3. Application forms for opening accounts, Cheque Books, pass books, requisition slips for withdrawals and deposits, bank statements, format of Demand draft, Cheque, travel cheques etc.
4. Working and operations of ATM, Credit cards, E-Banking.
5. Collect the format of proposal form of different kinds of insurance and learn the process of filling them.
6. Life insurance companies and identifying their features - Comparative analysis – Filling proposal form.
7. Map the general insurance market companies – familiarize with IRDA norms for agency license.
8. Visit any insurance office and collect the details of its Organizational Structure,
9. Collection of the Proposal Forms of insurance and filling the same,
10. Collecting and filling of Insurance Claim Forms,
11. Collect any one type of Policy Bond,
12. Life insurance companies and identifying their features - Comparative analysis – Filling proposal form.

### Suggested Readings

#### Text Book

1. Dr.P.K.Gupta (2015), *Insurance and Risk Management*. New Delhi, Himalaya Publishing House.
2. Varshney, P.N. (2014) *Banking Law and Practice*, New Delhi, Sultan Chand and Sons.



**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
(Established Under section 3 of the UGC Act, 1956)  
**Pollachi Main Road, Eachanari (Post),**  
**Coimbatore – 641 021.**

**DEPARTMENT OF COMMERCE**  
**List of Practical**

**SUBJECT CODE: 17CMU 511B**

**SUBJECT NAME: BANKING AND INSURANCE PRACTICAL**

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## **17 CMU511B- BANKING & INSURANCE – PRACTICAL PROGRAMMES**

**SEMESTER – V**

## INDEX

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**Practical: 1****Date:****Draft chart of Banking System****AIM:**

To understand the structure of the banking system in India

**Procedure:**

Step 1 : To start with central Bank and Monetary Authority i.e., RBI (Reserve Bank of India )

Step 2: Next to draw the list of various apex banking institutions

Step 3: Next to draw the list of various banking institutions

Step 4: Next to draw the list of various development banking institutions

Step 5: Next to draw the list of investment institutions

Step 6: Next to draw the list of Credit Guarantee Corporations

**Result:**

The chart of banking system is prepared.

**Practical: 2****Date:**

Forms of various accounts and deposits of commercial banks

**AIM:**

To understand the details of various deposit forms of banks in order to open the accounts.

**Procedure:**

Step 1 : To collect various deposit forms of banks

Step 2: To understand the forms for opening savings bank

Step 3: To understand the forms for opening various deposit accounts

**Result:**

Forms of various accounts and deposits of commercial banks collected.

### **Practical: 3**

#### **Date:**

Application forms for opening accounts, Cheque Books, pass books, requisition slips for withdrawals and deposits, bank statements, format of Demand draft, Cheque, travel cheques etc.,

#### **AIM:**

- To fill the savings bank opening form
- To fill the deposit opening form,
- To fill the requisition slips for withdrawal forms,
- To fill up MICR cheque,
- To fill challan for depositing amount in various accounts like current account, overdraft, cash credit, savings bank, term deposit and loan accounts,
- To fill up remittance challan for demand draft, RTGS

#### **(A) Application form for opening savings bank account**

#### **Procedure:**

Step 1 : To get the account opening form of a bank

Step 2: To get the required documents for address and photo ID proof like a copy aadhar card/driving licence/ration card/ passport copy/voter ID

Step 3: Start filling up the forms with address, date of birth, mandates for operation and other personal details

Step 4: Fill the introducers' details and get the signature of an introducer

Step 5: Fill up the nomination details

Step 6: Put the signatures wherever required

Step 7: Get the acknowledgement from the bank

#### **Result:**

The required details were provided and the form for Savings opening account was prepared.

## **(B) Application form for opening deposit account**

### **Procedure:**

Step 1 : To get the account opening form of a bank

Step 2: To get the required documents for address and photo ID proof like a copy aadhar card/driving licence/ration card/ passport copy/voter ID

Step 3: Start filling up the forms with address, date of birth, mandates for interest and other personal details

Step 4: Tick and fill applicable types of deposits including period of deposit, mode of crediting interest,

Step 5: Fill the introducers' details and get the signature of an introducer

Step 5: Fill up the nomination details

Step 6: Put the signatures wherever required

### **Result:**

The required details were provided and the form for deposit account was prepared.

## **(C) Fill the requisition slips for withdrawal forms**

### **Procedure:**

Step 1: Get a copy of a withdrawal form leaf

Step 2: Fill up the details like date, payee, amount in words and figures, account number ,endorsement

Step 3: Put the signature

### **Result:**

The required details were provided and the withdrawal form was filled up.



### **(D) Fill the MICR Cheque**

#### **Procedure:**

Step 1: Get a copy of a MICR cheque form

Step 2: Fill up the details like date, payee, amount in words and figures, account number, endorsement

Step 3: Put the signature

Result:

The required details were provided and the MICR cheque form was filled up.

### **(E) Fill up challan for depositing amount in various accounts like current account, overdraft, cash credit, savings bank, term deposit and loan accounts**

#### **Procedure:**

Step 1: Get a copy of a challan for remittance money in various accounts as above

Step 2: Fill up the details like date, account number, name of account, mobile number, amount in words and figures, write the denominations to be remitted and cheque details

Step 3: Fill the above details in counterfoil also

Step 4: Put the signature

Result:

The required details were provided and the remittance challan was filled up.

### **(F) Fill up remittance challan for purchasing demand draft, sending RTGS**

#### **Procedure:**

Step 1: Get a copy of a challan for remittance money in accounts above

Step 2: Fill up the details like date, payee name, payable at, amount in words and figures, write the denominations to be remitted and cheque details

Step 3: Fill the above details in counterfoil also

Step 4: Put the signature

Result:

The required details were provided and the remittance challan was filled up

**Practical: 4****Date:****Working and operations of ATM, Credit cards, E-Banking****AIM:**

- To know the working and operations of ATM, Credit cards, e banking facilities
- To understand various facilities in ATM, Credit cards, e banking facilities

**Procedure:**

Step 1: The entire class was divided into eight groups.

Step 2 : The topic ATM, Credit cards, e banking was allotted to all the above groups with a brief details of all the above topics

Step 3: The groups discussed the topics

Step 4: The groups presented the details of deliberations of above topics.

**Result:**

The workings of ATM, Credit cards and e banking facilities were known after the presentation by various groups.

**Practical: 5****Date:**

Collect the format of proposal form of different kinds of insurance and learn the process of filling them.

**AIM:**

- To know details of life insurance proposal form
- To understand the process of filling up.

**Procedure:**

Step 1: The life and non life insurance forms were collected

Step 2 : Various details to be filled up like name, address, details of occupation, income, health position, height, weight etc., were known

Step 3: The term period, sum assured, nomination were known

**Result:**

The life insurance proposal form was studied and the process of filling up was known and a sample form was filled up.

## Practical: 6

### Date:

Life insurance companies and identifying their features - Comparative analysis –  
Filling proposal form

### AIM:

- To know the insurance companies and their products
- To compare the products and know the features

### Procedure:

Step 1: Select three insurance companies

Step 2: Select five products of each company

Step 3: Compare the products with features

Name of the Insurance Company	HDFC Life Insurance	Kotak Life Insurance	Reliance Life
Name of the plans	NRI plan, Group insurance plan, ULIP plans,	Child Plan, Retirement plan, Whole Life plan,	Immediate Annuity plan, Smart Pension Plan, Easy Care Fixed Benefit plan, Smart cash plus plan
Features	NRI plan : Specially for the benefit of NRIs Group insurance Plan: For Corporate employess and weaker sections ULIP plans: For the income and growth,Whole life plans	Child Plan; Investment for the benefit of children education, marriage etc., Retirement plan; For the retired to get monthly pension Whole Life Plan: For the protection and investment objective Whole life plans	Immediate Annuity Plan: For those who retired and willing to get pension Smart pension plan: To get the benefit as per the requirement Easy Care Fixed benefit : for those with fixed income Smart cash plus plan: For short term requirements,whole life plans

### General observations:

Common schemes: Group insurance plans, Retirement plans, Whole life plans, child plans, annuity plans,Unique brand schemes: It was observed that Reliance Life has specific branded schemesPlans for NRI : It was observed that HDFC has special plans for NRIs

Result: The products of life insurance companies were selected and compared with other companies as above .

**Practical: 7****Date:**

Map the general insurance market companies – familiarize with IRDA norms for agency license.

**AIM:**

- To know the role of IRDA in insurance

**Procedure:**

Step 1: List out the categories of insurance Companies

Step 2: Enumerate the role of IRDA in insurance

**Result:**

The role of IRDA in insurance were enumerated and discussed .

**Practical: 8****Date:**

Visit any insurance office and collect the details of its Organizational Structure

**AIM:**

- To know the organisational structure of insurance Companies
- Prepare a chart indicating various hierarchy levels and departments in insurance Companies

**Procedure:**

Step 1: Prepare a chart of organisational Structure of insurance companies

Step 2: Discuss various departments and the role in each department

**Result:**

The organisational structure chart was prepared and functions of various departments were discussed. .

**Practical: 9****Date:**

Collection of the Proposal Forms of insurance and filling the same

**AIM:**

- To know the details of insurance proposal forms
- To understand the details required to be given while filling up the insurance proposal form

**Procedure:**

Step 1: Take a life insurance proposal form of a insurance company ( Kotak)

Step 2: Fill up the particulars of life to insured

Step 3: Fill up the plan proposed

Step 4: Provide the details of fund in Unit Linked plans

Step 5: Give the details of deposit paid

Step 6: Give the particulars of nominee

Step 7: Provide the medical history and family history

Step 8: Put the signature wherever required

**Result:**

The proposal form for life insurance was filled up and understood..

**Practical: 10****Date:****Collecting and filling of Insurance Claim Forms****AIM:**

- To know the details of insurance claim forms
- To understand the details required to be filled while claiming insurance

**Procedure:**

Step 1: Legal heirs to take a life insurance proposal claim form of a insurance company ( LIC, motor insurance claim)

Step 2: Fill up the particulars of details required

Step 3: Provide the details of death of insured

Step 4: Provide the details of illness of the insured and consultations

Step 5: Attach the documents as required

Step 6; Put the signature of legal heirs

**Result:**

The claim form of insurance proposal form for life insurance was filled up and understood..



**Practical: 11****Date:**

Collect any one type of Policy Bond

**AIM:**

- To know the details of insurance policy bond

**Procedure:**

Step 1: Collect a copy of insurance policy bond and know the details

Step; 2 : Check out for the correctness of details of insured

Step 3 : Check out the details of assignment if any

Step 4: Keep the policy bond safe

**Result:**

The insurance policy bond copy was gone through and understood the details provided..

**Practical: 12****Date:**

Life insurance companies and identifying their features - Comparative analysis –  
Filling proposal form

**AIM:**

- To know the filling up of proposal form for motor insurance (Reliance )

**Procedure:**

Step 1: Get the insurance proposal form for motor insurance

Step 2: Fill up the assets proposed for insurance

Step 3: Provide the details of hypothecation

Step 4: Provide the details of warranty of the manufacturer

Step 5: Provide the payment details for premium

Step 6: Attach the necessary documents

Step 6: Put the signature wherever required

**Result:**

The insurance proposal form for motor insurance was filled up.