



Aviva Life Insurance Company India Ltd. Aviva Tower Sector Road Opp Golf Course DLF Phase V Sector 43 Gurgaon 122 003 Haryana
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17th November' 2008

Mr. S.K. Jain
Deputy Director (Admin)
Insurance Regulatory and Development Authority
Parisrama Bhavanam
5-9-58 / B, Basheer Bagh
Hyderabad- 500004

Sub: Application for Inhouse Accreditation of Agent's Training Centre at Asansol.

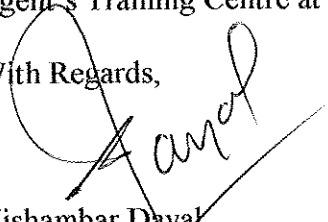
Dear Sir,

Please find enclosed herewith the following:

1. **Application Form for Inhouse Training Facility at Asansol**
2. **Photographs of the Aviva Office and Training Room**
3. **CV of the Faculty**

The Authority is hereby requested to kindly grant us the necessary permission to start the Agent's Training Centre at Asansol.

With Regards,


Vishambar Dayal
Sr. Manager Sales Administration

Encl: As stated above

A Joint Venture between Dabur and Aviva

Aviva Life Insurance Company India Ltd. Registered Office 2nd Floor Prakashdeep Building 7 Tolstoy Marg New Delhi 110 001 India

APPLICATION FOR APPROVAL OF THE TRAINING INSTITUTION FOR THE PURPOSE OF AGENCY LICENSING REQUIREMENTS UNDER SECTION 42 OF THE INSURANCE ACT, 1938.

Insurance Regulatory and Development Authority
Parisrama Bhavanam, 5-9-58 / B, Basheer Bagh
Hyderabad- 500004.

Dear Sir,

We request you to kindly approve our Institution for the purpose of training requirements mentioned in the Section 42 of the Insurance Act, 1938 and Insurance Agents Regulations, 2000 there under. For this purpose, we furnish the following details:-

1. Name of the Training Institution: **Aviva Life Insurance Company India Limited.**
2. Date of Establishment: **25th September 2000**
3. The Address of the Institution: **Aviva Life Insurance Company India Ltd, 2nd Floor, 184, G.T. Road(W) Kumarpur, Asansol, West Bengal, Pincode: 713 304.**
Registration Particulars: [3] (Give 1 for Trust, 2 for Society, 3 for Company, 4 for others) Whether the Institution is a Trust, Society or a Company registered under the relevant legislation or some other body (please specify)(Furnish the true copies of the Memorandum of Association and Article of Association alongwith Registration Certificate).
4. In-charge of the Institution: (give his name, addresses, age, qualifications and experience, telephone numbers -office and home, fax, mobile, e-mail address, etc.

Name	Sandipan Shome
Age	35 Years
Office Address	Aviva Life Insurance Company India Ltd, 2nd Floor, 184, G.T. Road(W) Kumarpur, Asansol, West Bengal, Pincode: 713 304
Phone	Phone: 0341-2254708-14
Fax	Fax: 0341-2254703
Mobile	9333900444
Residence Address	5/32, Maxmuller Path, City Centre, Durgapur-713216 (West Bangal)
Education	1) Licentiate III Mumbai 2) Diploma in Commodities Market, Wellingkar Institute of Management Mumbai. 3) MBA Marketting, Pirens College Pune University 4) BSC (Agriculture College of Agriculture Itanagar) 5) AISSCE (Higher Secondary) CBSE Itanagar 6) AISSE (Secondary) CBSE Itanagar
Experience	Working with Aviva Life Insurance Company India Ltd as Training Manager since Nov 2007

5. Aims and objectives of the Institute: **To impart mandatory training to prospective Insurance advisors of Aviva Life Insurance Company India Ltd.**

6. Details of infrastructure:-

- i. Premises – whether leasehold or free-hold or rented
- ii. No. of classrooms and other particulars, if any.

1. Premises Code: [3] (give 1 for freehold, 2 for lease hold, 3 for rented premises)
2. Number of Class Rooms: [One]
3. Average Training Period (in hours): [50]
4. Fee per hour (in rupees): [Nil]
5. Details about the Faculty, names of Faculty Members and their qualifications, experience and number of years of association with the Institution.

No.	Faculty1	Faculty2
Faculty Name	Sandipan Shome	Supratim Bhattacharya
Qualification	1) Licentiate III Mumbai 2) Diploma in Commodities Market, Wellingkar Institute of Management Mumbai. 3) MBA Marketing, Pirens College Pune University 4) BSC (Agriculture College of Agriculture Itanagar) 5) AISSCE (Higher Secondary) CBSE Itanagar 6) AISSE (Secondary) CBSE Itanagar	1) Diploma from NIIT 2) BSc Hons from Calcutta University (1994) 3) ISC from St James School, Calcutta (1990) 4) ICSE from St James School, Calcutta (1988)
Experience	Almost 1Year	Almost 4 years in Life Insurance industry
Insurance Training Experience	1 Year	04 Years
Association with Aviva	Working with Aviva Life Insurance Company India Ltd as Training Manager since Nov 2007	Working with Aviva Life Insurance Company India Ltd as Training Manager since Dec 2007

6. No. of books:[77]

7. Details of programs conducted (relevant details may be given about the number of programs, number of trainees attended the session and feedback, if any).

1. No. of Training programs per year:[12]
2. No. of Trainees [] [] [] [] [] **New Facility being created**

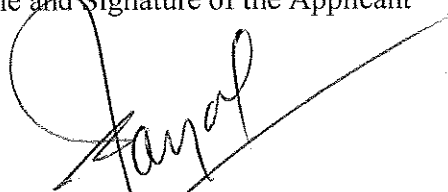
8. Training equipment – Audio and Video facility available at the training Institution. Facilities:[] 0:None, 1: only Audio, 2: only Video, 3: Both Audio and Video (**Equipment available: Computer,Internet,Projector,White board, chairs**)

9. Other activities of the Training Institution (Please give details whether the Institution is involved in any activity other than training). Also kindly indicate about the training activity for any other courses. : **The Aviva Branch would be conducting Product & Process and Skill Development workshop over and above the Pre-Licensed Training once the batch is certified.**
10. Affiliations – (Please mention here whether the training Institution is affiliated to any other National/International Institution. **(No)**)
11. Details of communication linkages – whether the training Institution publishes any Newsletters/bulletins etc., if so, please give details and attach copies thereof. **(No)**
12. Future plans of expansion of the Training Institution.
13. Any other information that can be of interest to the Authority pertaining to the Institution.

Certification: -

We certify that the above information furnished in connection with accreditation of our training Institution for the purpose of Agency Licensing Requirements to the Authority is true and we shall abide by the directions that may be issued by the Authority under the provisions of the Insurance Act, 1938 and Insurance Regulatory and Development Act, 1999.

Name and Signature of the Applicant



Vishambar Dayal

Sr. Manager - Sales Administration

Aviva Life Insurance Company India Ltd, Aviva Tower, Sector Road, Opp Golf Course,
DLF - Phase V, Sector-43, Gurgaon-122003

Tel: 0124-2709000 (Extn: 9120). Fax no.0124-2571213

Enclosures:

List of Books

Photographs of Aviva office and Training Room

CV of our Training Faculty

List Of Books

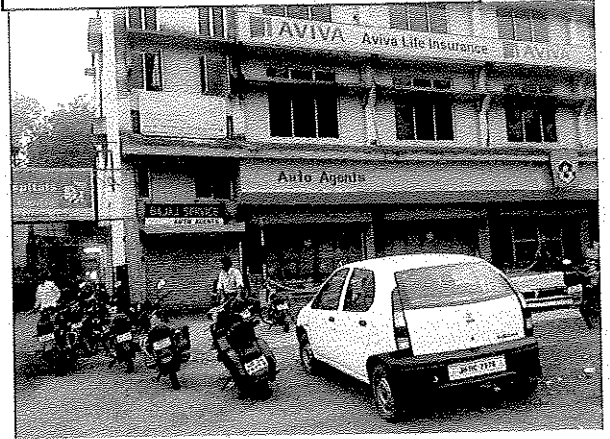
Sr.No.	Subject	Course Code	Title of Books	Type	Language	Qty
1	Licentiate	IC 01	Principles of Insurance (H&E)	Common	English	2
2	Licentiate	IC 02	Practice of Life Assurance (H&E)	Life	English	2
3	Licentiate	IC 12	Insurance Business Environment (H&E)	Common	English	2
4	Associateship (Life)	IC 21	Information Technology (H&E)	Common	English	2
5	Associateship (Life)	IC 22	Life Assurance Underwriting (H&E)	Life	English	2
6	Associateship (Life)	IC 23	Application of Life Assurance (H&E)	Life	English	2
7	Associateship (Life)	IC 24	Legal Aspects of Life Assurance (H&E)	Life	English	2
8	Associateship (Life)	IC 25	Life Assurance Management (H&E)	Life	English	2
9	Associateship (Life)	IC 26	Life Assurance Finance (H&E)	Life	English	2
10	Fellowship (Life)	IC 81	Mathematical Basis of Life Assurance	Life	English	1
11	Fellowship (Life)	IC 82	Statistics	Life	English	1
12	Fellowship (Life)	IC 83	Group Insurance & Retirement Benefit Schemes	Life	English	1
13	Fellowship (Common)	IC 88	Marketing & Public Relations	Common	English	1
14	Fellowship (Common)	IC 89	Management Accounting	Common	English	1
15	Fellowship (Any One of the following)	IC 90	Human Resource Management	Common	English	1
16	Fellowship (Any One of the following)	IC 97	Legal Aspects of Industrial Relations	Common	English	1
17	Fellowship (Any One of the following)	IC 98	Advanced Information Technology	Common	English	1
18	Fellowship (Any One of the following)	IC 99	Asset Management	Common	English	1
19	IRDA (Pre-recruitment Test for Agents)	IC 33	Life Insurance	Life	English	50
	Total					77

AVIVA ASANSOL BRANCH

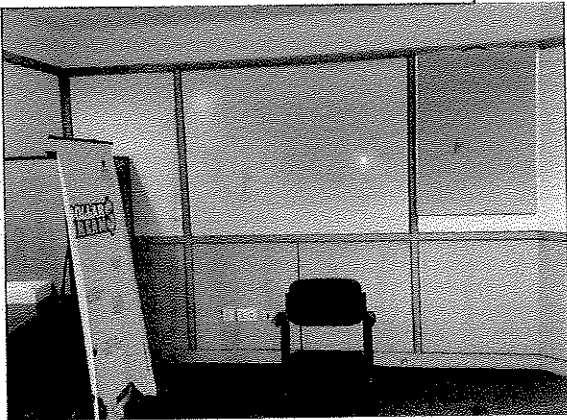
Training Room-Entry



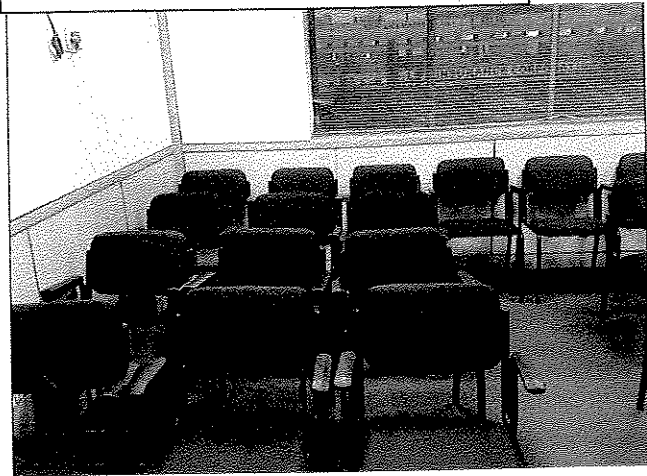
AVIVA Office



Front View of Training Room



Training Room-Side View-2



Training Room-Side View-1



Sandipan Shome

+91 9333900444 / 0343-6452393

RESUME

Objective

To contribute to the growth of the organization and to grow alongwith

Professional Qualification

May 2007	Licenciate Insurance Institute of India Life Branch	66%
2005-20006	Diploma in Commodities Market, Wellingkar Institute of Management Mumbai	89%
1994-1996	MBA Marketing, Pirens College Pune University	64%

Education

1990-1994	BSC (Agriculture) College of Agriculture, Pune	77.30%
1990	AISSCE (Higher Secondary) CBSE Kendriya Vidyalaya, Itanagar	54%
1988	AISSE (Secondary) CBSE Kendriya Vidyalaya, Itanagar	68%

Experiences

2006 to
till date

Position – Sr. Faculty
Organisation – Prime Academy, Durgapur

Prime academy is one of the top IRDA, Training organization of Eastern India giving training to leading life insurance companies.

Job Profile

To provide 100 hrs. mandatory IRDA training to budding advisors of insurance companies in multiple locations like Durgapur, Burdwan, Asansol, Bankura, Raniganj, Kalna, Arambagh.

Achievements

- Have had a record of achieving 100% pass out rate in two successive TATA AIG batches of Durgapur and around 80% success rate in all other batches.
- Scored – 66 in LC01, 68 in LC02 & 64 in LC12 in licentiate exam held on May – 2007.
- Has been sent by Prime Academy to undertake classes in different locations on particular request of insurance companies.

2004-2005 Channel Partner Reliance Infocom, Durgapur, W.B.

2000-2004 Area Sales Manager, Todi Group (Power Tillers), Maharashtra.

2000 Marketing Executive, Bright Horizon Impex Pvt. Ltd., Kolkata

1998-2000 Sales Executive, United Phosphorous Ltd., Assam

1997-1998 Sales Executive, Arambagh Hatcheries, Kolkata

1996-1997 Sales Trainee, Vishnupriya Agro Industries, Mumbai

Personal Information

Father's Name : Sri Subrata Shome

Permanent Address : 5/32, Maxmuller Path
City Centre
Durgapur-713216
West Bengal

Contact Number : +91 9333900444 / 0343-6452393

E-mail : shome_sk@yahoo.co.in

Date of Birth : 30 May 1973

Marital Status : Married

Languages Known : English, Hindi, Bengali, Marathi & Assamese.

Personal Attribute : Affable, hard working, trust worthy, entrepreneurial.

Hobbies : Keen follower of the Share Market.



SUPRATIM BHATTACHARYA

Phone: 09831267796 / 09331840300

Email: supratimsays@gmail.com (per)
supratim.bhattacharya@avivaindia.com (Off)

Seeking assignments in Training & Development / Team & Relationship Management with a growth oriented reputed organization.

PROFESSIONAL SYNOPSIS

- Over 9+ years of experience in Marketing / Profit Centre Management / Knowledge Management and Learning & Development / Team Management.
- Presently working as Branch Training Manager with Aviva Life Insurance Co. India Ltd. at Kolkata.
- Excellent skills in delivering training modules for development of both the individual and industry.
- Competent in managing, motivating and leading teams for running successful Profit Centres and business processes with proven ability of achieving Targets and Service Delivery.
- Resourceful at maintaining excellent relations with clients and providing value added customer service, ensuring quality and top edge service norms.

CURRENT ASSIGNMENT

Since Dec '06 till date as a Branch Training Manager with Aviva Life Insurance Co. India Ltd. at Kolkata.

Key Roles and Responsibilities

- ⌘ Responsible for Sales Performance and Enhancement of Productivity for Sales functional resources through various rungs of the organization.
- ⌘ Key areas included conducting induction programs for Sales Managers and Branch Managers.
- ⌘ Successfully conducted Programs on Leadership, Team Building & Management, Communication Skill, Time Mgmt. and Motivation for all Managerial Levels.
- ⌘ Conducted workshops for competence enhancement on Psychometric analysis Tools and Interviewing Skills.
- ⌘ Implemented Concern Validation Study Analysis to bridge Performance Gaps of Sales Team.
- ⌘ Contributed towards activation of Advisors / Agents in the Agency Channel.
- ⌘ Conducting Sales / Skill Training and Product Trainings for Channel Partners in Bancassurance channel for leading banks like ABN AMRO / ABN Van Gogh Preferred Banking, AMEX, Indusind Bank, CBOP, PSB and the like.
- ⌘ Providing Training in Corporate and broker Channel Partners like Religare, Ashika Stock Brokers, Arohan, Kingfisher Airlines, Deccan Airlines and the like.

Achievements

- ☒ Played a key role in effecting Recruitment and providing important tools for Team management throwing light on leadership styles through various Analysis Methods, Interviewing Skills and Psychometric Tools with the objective to focus on quality recruitment and better functioning of the organization.

Previous Job Experiences

1. Since Oct'04 till Nov. 2006 as a Consultant (Master Trainer) with NIS Sparta Ltd. (ADAG Group) at Kolkata, specializing in Knowledge Management and Performance Enhancement Solutions.

Last Client: Anil Dhirubhai Ambani Group (Reliance Capital)

Previous Client: Reliance Industries Ltd. – Petroleum Project

Key Roles and Responsibilities

Last Assignment.

- Training for Reliance Life Insurance, and Third Party distributors in Domain , Sales Training for Sales Managers, for Reliance Life Insurance.
- Responsible for enhancing sales performance for advisors' , Sales Managers and Business Development Managers.

Previous Assignment.

As one of the key members in the Knowledge Management Team for Reliance Petroleum (major client) the job encompassed enhancing functional & operational efficiencies of the client organization.

- ☒ Conducted process and functional Training for Reliance Petroleum.
- ☒ Conducting Training & Development Programs for Hospitality Services for Plazas and Sales & Service Training for Reliance Retail Outlets.

Team Management

- ☒ Leading & Guiding a team of Junior Trainers in Training Center Environment for managing boot camps having simultaneous batches of trainees with separate job roles and responsibilities in the organization.

2. Since Nov'03 till Oct'04 as Business Executive with Center for Monitoring Indian Economy Pvt. Ltd. at Kolkata

Key Roles and Responsibilities

- Database customization, refinement, mining and key information generation via value added research on behalf of the clients.
- Providing consultation to Corporates through Economic Research Databases and indicators for their business goals and strategy development.
- Sales and Marketing of Economic indicator Databases for research in Corporates, B-Schools and Libraries.
- Customer Service and Support in the Eastern Region.
- To ensure achievement of zonal business targets.

3. Since Feb'02 till Oct'03 as Center Head with Zee Interactive Learning Systems Limited, Kolkata.

Key Roles and Responsibilities

- Setting up and starting up of business and operations of two new centers in Kolkata for IT education and training.
- Responsible for managing the Profit centers independently in terms of generating new business, retaining existing revenue and overall smooth operations of the centers.
- Recruitment and Training of Center staff for adherence to system processes and role skills.

Achievements

- ☒ Started from scratch and developed one center into Center of the Month in a span of 3 months in terms of business revenue.
- ☒ Both the centers were operationally smooth and functional.

4. Since Nov 2000 till Feb'02 as Marketing Executive with VANS Information Limited, Kolkata.

Key Roles and Responsibilities

- Handling a Profit Center (Kolkata Branch) and developing business in the eastern region.
- Marketing & Sales of Business Information Databases to Corporates, B-Schools and Libraries for their business performance enhancement and strategy building.
- Marketing & Sales of Medical R&D Databases to Medical Institutes for their research and development and marketing wings.
- Ensure achievement of regional business targets.
- Ensure Customer Support and Relationship Management with clients in the Eastern region.

Achievements

- ☒ Achieved a growth of 80% over two successive quarters and overall 42% growth annually.

5. Since Dec 1998 till Oct 2000 as Academic Counselor with NIIT (Jadavpur Center), Kolkata.

Key Roles and Responsibilities

- Counseling students as per set standards and norms.
- Executing direct marketing activities and plans.

Achievements

- ☒ Was able to outperform and maintain consistency in times of crisis.

Academic Qualifications

- ☒ Passed I.C.S.E. (10th) from St. James School, Calcutta in the year 1988 with 72%.
- ☒ Passed I.S.C. (12th) from St. James School, Calcutta in the year 1990 with 64%.
- ☒ Passed B.SC. (Honours) from Vidyasagar College (Calcutta University) with Honours in Physics & Maths, Chemistry as Pass subjects and English (Elective) in the year 1994 with 57%.

Professional Qualifications

☒ Completed 2 years professional Diploma from NIIT LTD. in the year 1998 with 80%.

Personal Details

Date of Birth : 27th Jan. 1972

Wedding Anniversary: 15th April 2001


Son's DOB: 30th August 2004

References

1. Nirmalya Pal
Head-Business & Operations
Matrix BPS
09899400927

2. Caesar Chatterjee
IT Specialist
IBM India Ltd.
09831210388

3. Capt. Sandeep Goswami
Regional Training Manager
Aviva Life Insurance Co. I. Pvt. Ltd.
09831156527


4/10/08