

Format for syllabus development of Skill development course

Title of course- Introduction to Mutual Funds (Part- One)	
Nodal Department of HEI to run course	Govt. P.G. College Deoband, Saharanpur
Broad Area/Sector-	Commerce
Sub Sector-	Finance
Nature of course - Independent / Progressive	Progressive
Name of suggestive Sector Skill Council	BFSI
Aliened NSQF level	Level 4
Expected fees of the course –Free/Paid	-----
Stipend to student expected from industry	1000
Number of Seats-.....	60
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	HDFC Securities/ Kotak Securities/ IIFL Securities
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Any company or CA or students can work independently as profession

Syllabus					
Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours- 1 credit)	No of skill Hours (Total-60 Hours 2 credits)
I	Investors and their Financial Goals, concepts of Savings and Investments, Different Asset Classes, Risk Profiling, Understanding Asset Allocation	General	Theory	3	6
II	Concept of a Mutual fund, Classification of Mutual Funds, Growth of the mutual fund industry in India	General	Theory	3	7
III	Structure of Mutual Funds in India, Key Constituents of a Mutual Fund, Organization Structure of Asset Management Company	General	Theory and Practical	3	15
IV	Role and Support function of Service Providers, Role and Function of AMFI, Mandatory Documents, Non-Mandatory Disclosures	General & Skill	Theory and Practical	4	15
V	Role of Securities and Exchange Board of India, Investor Grievance Redress Mechanism, AMFI Code of Conduct for Intermediaries	General & Skill	Theory and Practical	2	15

Suggested Readings:

Suggested Digital platforms/ web links for reading- <https://www.mutualfundssahihai.com/>

Suggested OJT/ Internship/ Training/ Skill partner: HDFC Securities/ Kotak Securities/ IIFL Securities

Suggested Continuous Evaluation Methods: Question Papers are designed for theory assessment and Skill partner will design the for the skill evaluation of the students.

Course Pre-requisites:

- No pre-requisite required, Passed XII with Commerce
- To study this course, a student must have the subject Commerce. in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)


 Vinu HS

Format for syllabus development of Skill development course

Title of course- Introduction to Mutual Funds (Part- Two)	
Nodal Department of HEI to run course	Govt. P.G. College Deoband, Saharanpur
Broad Area Sector-	Commerce
Sub Sector-	Finance
Nature of course - Independent / Progressive	Progressive
Name of suggestive Sector Skill Council	BFSI
Aliened NSQF level	Level 4
Expected fees of the course -Free/Paid	-----
Stipend to student expected from industry	1000
Number of Seats-.....	60
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical training/ internship/OJT	HDFC Securities/ Kotak Securities/ IIFL Securities
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Any company or CA or students can work independently as profession

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	<i>The role and importance of mutual fund distributors. Different kinds of mutual fund distributors, Modes of distribution. Commission Disclosure mandated by SEBI. Difference between distributors and Investment Advisors</i>	Skill	Theory and Internship	3	6
II	<i>Computation of Net Assets of Mutual Fund Scheme and NAV. Concept of Entry and Exit Load and its impact on NAV, NAV. Total expense ratio and pricing of units for the Segregated Portfolio</i>	Skill	Theory and Internship	3	7
III	<i>Securities Transaction Tax. Tax benefit under Section 89C of the Income Tax Act. Tax Deducted at Source, Applicability of GST</i>	Skill	Theory and Internship	3	15
IV	<i>The NFO process, New Fund Offer Price/On-going Offer Price for subscription, Investment Plans and Services, Allotment of Units to the Investor, Mutual Fund Investors. Filling the Application Form for Mutual Funds, Financial Transactions with Mutual Funds, Cut-off Time and Time stamping</i>	Skill	Theory and Internship	4	15
V	<i>SEBI Norms regarding Representation of Returns by Mutual Funds in India, Certain Provisions with respect to Credit risk, Scheme Selection based on Investor needs, preference and risk-profile, Risk levels in mutual fund schemes. Scheme Selection based on</i>	Skill	Theory and Internship	2	15



investment strategy of mutual funds, Selection of Mutual Fund scheme offered by different AMC's or within the scheme category

Suggested Readings:

Suggested Digital platforms/ web links for reading- <https://www.mutualfundssahihai.com/>

Suggested OJT/ Internship/ Training/ Skill partner: HDFC Securities/ Kotak Securities/ IIFL Securities

Suggested Continuous Evaluation Methods: Question Papers are designed for theory assessment and Skill partner will design the for the skill evaluation of the students.

Course Pre-requisites:

- No pre-requisite required, Passed XII with Commerce
- To study this course, a student must have the subject Commerce, in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Handwritten signature and initials.