

- 1. Title of the Course:** Certification Course - Mutual Fund (NISM VA)
- 2. Course Mentors:** Mr. Sukhjeev Singh Bajaj and Team, IFM FinCoach Global Academy (Campus), B- 98 , Industrial Area Phase 8, Sector 73 , SAS Nagar ,Mohali (Punab) -160073
Mobile : +91-9988881258
- 3. Target Group:** Graduation and Post- Graduation
- 4. Fee Structure:** 6000/-per participant
- 5. Duration of the course:** 22/06/2023 - 05/08/2023
- 6. Days and time of the course** (Monday to Friday 10 to 5 pm)
- 7. Eligibility of the Course:** Open for CGC Landran and Non-CGC Landran Students.
- 8. Objectives:** After completion of the course, the participants will be able to
 1. Understand the mutual funds and types
 2. Understand the fund distribution and channel management
 3. Anticipate risks and create financial plans
 4. Hands on experience on software for financial planning like retirement plans, goals calculator etc.
 5. Enhance business communication and financial etiquettes
- 9. Scope:** In banking industry, it is important to understand risk profiling; asset classes, asset allocation; rebalancing strategies, model portfolios; portfolio monitoring. This training course will address these aspects and will help students to enhance the understanding about application of mutual funds and analyse recent developments in the banking sector.
- 10. Uniqueness:** The course will impart hands on training on mutual funds types and related services. It is assessment-based program to identify risks and conduct portfolio management.
- 11. Learning Outcomes of the Course:** After completing this course students will be able to know the
 - Concept & Classification of Mutual Fund and growth of mutual funds in India
 - Role of SEBI and Investor Grievance redressal mechanism including mandatory and non- mandatory disclosures
 - Role of Mutual Fund Distributor and modes of distribution. Revenue and commission documents and disclosures

12. Week/Day wise Plan of the Course:

Weekly Coverage	Topic	Sub-Topic
Week 1	Investment Landscape	Financial Goals; What is Saving , Investment ; Different Assets Classes; Investment Risk in Investment and its Management ; Behavioural Biases , Risk Profiling ; Asset Allocation
Week 1	Concept / Role of Mutual Fund	Concept & Classification of Mutual Fund; Growth of MF in India
Week 1	Legal Structure of MF	Structure of MF; Keys constituents ; Organisation structure of AMC; Role of support functions of service provider; Role and Function of AMFI
Week 1	Legal and Regulatory Framework	Role of SEBI; Due Diligence by AMCs ; Investor Grievance Redressal Mechanism ; AMFI code of Conduct
Week 2	Scheme Related Information	Mandatory Documents; Non- Mandatory disclosures ;
Week 2	Fund Distribution & Channel Management	Role of Mutual Fund Distributor; Different kinds of MF; Modes of Distribution ; Revenue for Distributor; Commission disclosures;
Week 2	NAV, Total Expense Ratio, Pricing of Units	Fair Valuation Principal ; Computation of NAV, Dividends & Distributable reserves; Concept of Entry and Exit Load, Key account and reporting;
Week 3	Taxation	Applicability of Tax on MF; Capital Gain; Dividend Income ; Distribution tax; Securities Transaction Tax , Tax benefits under section 80C; TDS ; Applicability of GST
Week 3	Investor Services	NFO; Investment Plan , services, Allotment of units ; Account statement; Application form filing , financial transactions , Cut off time , KYC requirements , Systematic transactions , Operational Aspects of transactions , Non- Financial Transactions in MF, Change in Status of Investor in MF,
Week 3	Risk Return and Performance of Funds	General & Specific Risk Factors ; Returns & Risk factors in Schemes ; Measurement of Returns & Risk ; Risk factors with investor perspective
Week 4	Mutual Fund Scheme Performance	Benchmark and Performance ; Price return Index, Benchmark for Equity , Debt , and other schemes ; Measurement of Fund manager performance ;
Week 4	Mutual Fund Scheme Selection	Scheme Selections basis Investor need, preference , risk profile , levels of risk in MF schemes, Selection of MF schemes by diff AMCs ; Selection options , Do's and Don'ts while selecting MF
Week 4	Practical Exercise for creating Financial Plan	Risk Profiling; Asset Classes, Asset Allocation; Rebalancing Strategies, Model Portfolios; Portfolio monitoring
Week 4	Excel tools for Financial Planning	PV; FV; IRR; PMP; Annuity & others tools used in Retirement Planning & Goal Calculator.

Weekly Coverage	Topic	Sub-Topic
Week 4	Debt Market	Types of Debt Funds; Types of Bonds; Selection criteria (YTM, Duration, Spread) ; Taxation ; Impact of Macros; Portfolio Review
Week 5	Power Dressing	Dress to Impress - Detailed Formal Dressing & Grooming for Professionals
Week 5	Professional Introduction	First Professional Impression, Voice & Speech Refinement
Week 5	Body Language at work	Non-Verbal Communication, Body language for professionals, Digital Body Language
Week 5	Business Communication (Verbal)	Internal - External business Communication - Business Vocabulary & phrases
Week 5	Customer Service /Interaction	Impressive & Effective Customer Interactions, Appropriate Brand representation
Week 6	Meeting Management	How to conduct meetings and successfully gain the desired outcome?
Week 6	Business Communication (Written)	E-mail & WhatsApp communication
Week 6	Team membership & Interpersonal skills	Professionalism for Job Satisfaction/ Time Management / EQ for work place
Week 6	Sales fundamentals	Negotiation Skills / Conflict Resolution
Week 6	Professional Etiquette	Professional Behaviour & Good Work Ethics

Registration Link: <https://forms.gle/dvKMUIURzk7UyTeV6>

***FEES PAYMENT IN CASH TO FACULTY COORDINATORS:**

Er. Upasna Khera, Assistant Professor, MBA

Dr. Deepa Guleria, Assistant Professor, MBA

ACCOUNT NAME: CHANDIGARH GROUP OF COLLEGES

ACCOUNT NO: 077206000002

BANK : CAPITAL SMALL FINANCE BANK

IFSC CODE: CLBL0000077

Mutual Funds



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