



ST. XAVIER'S COLLEGE (AUTONOMOUS), RANCHI
(AN AUTONOMOUS COLLEGE AFFILIATED TO RANCHI UNIVERSITY)

SYLLABUS OF
CERTIFICATE PROGRAMME OF MODULAR COURSES
OF
NATIONAL INSTITUTE OF SECURITIES MARKET (NISM) –
(A CAPACITY BUILDING INITIATIVE OF SECURITIES &
EXCHANGE BOARD OF INDIA (SEBI)
IN ASSOCIATION WITH
DEPARTMENT OF COMMERCE (SELF FINANCING)
PROGRAMMES
w.e.f. Academic Session - 2025 - 26

FOR UNDER GRADUATE STUDENTS OF

- 1. COMMERCE SELF FINANCING PROGRAMMES**
- 2. COMMERCE REGULAR PROGRAMME**
- 3. ANY OTHER UNDERGRADUATE PROGRAMMES OF ST. XAVIER'S (AUTONOMOUS) COLLEGE, RANCHI**
- 4. THIS PROGRAMMES CAN ALSO BE OFFERED TO OUTSIDE STUDENTS OR PROFESSIONALS ON WEEK END CLASS SYSTEM.**

Course Module No.	Name of the Module
NISM Series VA	Mutual Fund Distributor Certificate


8/7/25
REGISTRAR
ST. XAVIER'S COLLEGE
RANCHI




09/06/25
PRINCIPAL
ST. XAVIER'S COLLEGE
RANCHI

Objectives & Salient Features

Objectives

- This modular course is defined to create awareness and career prospects in the fields of finance and investment.
- This is one of the unique opportunity created through LOU with NISM signed by St. Xavier's College (Autonomous), Ranchi in the interest of academics and students.
- In Jharkhand we are the only college which offer this types of Add on Certificate along with the Honour's Programme.
- With this Add on Certificate Programme students career opportunities will be immensely enlarged and broadened.

Salient Features

- Classes will be conducted by the professors of the Department of Commerce Self Financing Programmes in the offline mode.
- Separate class timing will be issued for the students of Commerce Self Financing Programmes and separate timing will be issued for other department's students.
- After completing of the course Exam will be conducted by the National Institute of Securities Market and certificate will be issued to the passed students by NISM
- 50% will be pass marks for passing each certificate exam.
- The Certificate will be valid for three years from the date of passing.
- After three years he/she will again have to appear for the exam.
- Exam will be conducted under the guidance of one professor in the computer centre of St. Xavier's College, Ranchi and it will be monitored by the NISM representatives through CCTV installed within the computer centre.
- In case of any unfair means adopted by any student then he/she will be debarring from any other exam of NISM for lifetime.
- For study online or offline notes will be provided by the NISM during the conduction of each module.
- Placements drives are also conducted by the NISM for passed students in according to their conveniences and availability of opportunities.
- Online or Offline Career Counselling Programmes are also conducts by the NISM time to time for career developments of the students.
- Students can choose any module according to his/her wish and choice.
- If at least 30 students in a group agree to participate in Students Development Programme then NISM can do that on students request after payment of requisite fees as per the classification of No. of days' duration and programme.

Fees:

Rs. 2500 (Two thousand five hundred only) fees will be charged for each module including offline teaching and Examination Fees). This fees are subject to change in according to the decision of NISM and College Management.

* For the students of Commerce Self Financing Programme following Certificates are offered in Sem –V & VI effective for Academic Session 2023 – 26 students w.e.f. Academic year - 2025

<u>To Whom the Course Offer</u>	<u>Course Title</u>
<i>B.Com (Banking & Insurance)</i>	<i>Module VII-Securities Operation & Risk Management</i>
	<i>Module VIII-Equity Derivatives</i>
<i>B.Com (Office Management & Secretarial Practice)</i>	<i>Module VA- Mutual Fund Distributor</i>
	<i>Module VII-Securities Operation & Risk Management</i>
<i>B.Com (Financial Market Operation)</i>	<i>Module VIII-Equity Derivatives</i>
	<i>Module XV-Research Analysis</i>

I. INVESTMENT LANDSCAPE

- A. Investors and their Financial Goals
- B. Savings or Investments?
- C. Different Asset Classes
- D. Investment Risks
- E. Risk Measures and Management Strategies
- F. Behavioural Biases in Investment Decision Making
- G. Risk Profiling
- H. Understanding Asset Allocation
- I. Do-it-yourself versus Taking Professional Help

II. CONCEPT AND ROLE OF A MUTUAL FUND

- A. Concept of a Mutual fund
- B. Classification of Mutual Funds
- C. Growth of the mutual fund industry in India

III. LEGAL STRUCTURE OF MUTUAL FUNDS IN INDIA

- A. Structure of Mutual Funds in India
- B. Key Constituents of a Mutual Fund
- C. Organization Structure of Asset Management Company
- D. Role and Support function of Service Providers
- E. Role and Function of AMFI

IV. LEGAL AND REGULATORY FRAMEWORK

- A. Role of Regulators in India
- B. Role of Securities and Exchange Board of India
- C. Due Diligence Process by AMCs for Distributors of Mutual Funds
- D. Investor Grievance Redress Mechanism
- E. AMFI Code of Conduct for Intermediaries

V. SCHEME RELATED INFORMATION

- A. Mandatory Documents
- B. Non-Mandatory Disclosures

VI. FUND DISTRIBUTION AND CHANNEL MANAGEMENT PRACTICES

- A. The role and importance of mutual fund distributors
- B. Different kinds of mutual fund distributors
- C. Modes of distribution
- D. Pre-requisites to become Distributor of a Mutual Fund
- E. Revenue for a mutual fund distributor
- F. Commission Disclosure mandated by SEBI
- G. Due Diligence Process by AMCs for Distributors of Mutual Funds
- H. Difference between distributors and Investment Advisors
- I. Nomination facilities to Agents/Distributors and Payment of Commission to Nominee
- J. Change of distributor

VII. NET ASSET VALUE, TOTAL EXPENSE RATIO AND PRICING OF UNITS

- A. Computation of Net Assets of Mutual Fund Scheme and NAV
- B. Concept of Entry and Exit Load and its impact on NAV
- C. NAV, Total expense ratio and pricing of units for the Segregated Portfolio

VIII. TAXATION

- A. Applicability of taxes in respect of mutual funds
- B. Capital Gains
- C. Dividend income
- D. Stamp Duty on Mutual Fund Units
- E. Setting off of Capital Gains and Losses under Income Tax Act
- F. Securities Transaction Tax
- G. Tax benefit under Section 80C of the Income Tax Act

H. Tax Deducted at Source

I. Applicability of GST

IX. INVESTOR SERVICES

A. The NFO process

B. New Fund Offer Price/On-going Offer Price for subscription

C. Investment Plans and Services

D. Allotment of Units to the Investor

E. Account statements for investments

F. Mutual Fund Investors

G. Filling the Application Form for Mutual Funds

H. Financial Transactions with Mutual Funds

I. Cut-off Time and Time Stamping

J. KYC Requirements for Mutual Fund Investors

K. Systematic Transactions

L. Operational aspects of Systematic Transactions

M. Non-Financial Transactions in Mutual Funds

N. Change in Status of Special Investor Categories

O. Investor transactions – turnaround times

X. RISK, RETURN AND PERFORMANCE OF FUNDS

A. General and Specific Risk Factors

B. Factors that affect mutual fund performance

C. Drivers of Returns and Risk in a Scheme

D. Measures of Returns

E. SEBI Norms regarding Representation of Returns by Mutual Funds in India

F. Risks in fund investing with a focus on investors

G. Measures of Risk

H. Certain Provisions with respect to Credit risk

XI. MUTUAL FUND SCHEME PERFORMANCE

A. Benchmarks and Performance

B. Price Return Index or Total Return Index

C. Basis of Choosing an appropriate performance benchmark

D. Benchmarks for equity schemes

E. Benchmarks for Debt Schemes

F. Benchmarks for Other Schemes

G. Quantitative Measures of Fund Manager Performance

H. Tracking Error

I. Scheme Performance Disclosure

XII. MUTUAL FUND SCHEME SELECTION

A. Scheme Selection based on Investor needs, preference and risk-profile

B. Risk levels in mutual fund schemes

C. Scheme Selection based on investment strategy of mutual funds

D. Selection of Mutual Fund scheme offered by different AMCs or within the scheme category

E. Selecting options in mutual fund schemes

F. Do's and Don'ts while selecting mutual fund schemes

Appendix 1: Fifth Schedule of Securities and Exchange Board of India (Mutual Funds) Regulations, 1996
[Regulations 18(22), 25(16), 68(h)]

Appendix 2: AMFI Code of Ethics

Appendix 3: AMFI's Code of Conduct for Intermediaries of Mutual Funds

Appendix 4: Format of Scheme Information Document (SID)

Appendix 5: Format of Statement of Additional Information (SAI)

Appendix 6: Format of Key Information Memorandum

Appendix 7: KYC Form for Individual

Appendix 8: KYC Form for Non-Individuals

Appendix 9: KYC Details Change Form for Individuals

Appendix 10: KYC Details Change Form for Non-Individuals

Appendix 11: Process for Aadhaar e-KYC of investors (resident) in the securities markets

Appendix 12: Procedure for Transmission of Units on Death of a Unitholder

Appendix 13 – Easy guide for New Distributors

Appendix 14 – Indian and Global mutual fund industry.

Appendix 15 – Additional knowledge resources
