

**SYLLABI**  
**For**  
**Value Added Course**  
**Certificate Course in NISM Mutual Fund**

**Offered by**  
**Department of Management Sciences**  
**Bachelors of Business Administration**  
**(Session: 2021-22)**



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**NAAC ACCREDITED GRADE "A" INSTITUTE**

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Recognized Under Sec. 2(f) of UGC Act 1956

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**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI  
BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**Certificate Course in NISM Mutual Fund Module Examination**

**Course Code: BBA-414**

**L-2, T-0 Credits 2**

**Objectives:** The course seeks to create a common minimum knowledge benchmark s from the basics of Mutual Fund to more advanced concepts.

**Learning Outcomes:**

- Understand the basics concepts of mutual funds such as their role, structure, different mutual fund schemes features
- Learn the role and support functions of service providers of mutual funds
- Discover about the legal ,accounting and taxation aspects of underlying mutual funds and their distribution
- Understand the objective behind investing in different asset classes through mutual funds

**Course Contents:**

**Unit I** **(7 Hours)**

Concept and Role of a Mutual Fund, the basics concepts of mutual funds such as their role, structure, different mutual fund schemes features, Fund Structure and Constituents, role and support functions of service providers of mutual funds, Mutual Fund Products, classification of mutual fund schemes, Performance of Mutual Funds, the distribution of mutual funds, evaluation of mutual fund schemes , recommendation of suitable products and services to both existing investors and prospective investors in the market

**Unit II** **(8 Hours)**

Performance of Mutual Funds, the distribution of mutual funds, evaluation of mutual fund schemes , recommendation of suitable products and services to both existing investors and prospective investors in the market, Mutual Funds Taxation, the legal ,accounting and taxation aspects of underlying mutual funds and their distribution, Offer Document, the key components of an offer document, Fund Distribution and Sales Practices,

**Unit III** **(7 Hours)**

Distribution channels for mutual funds and the regulations and code of conduct for selling mutual fund schemes Investor Transactions, the compliance requirements for mutual fund investors and different transaction medium, Investment Services, systematic transaction processes and the contents and periodicity of Statement of Account,

**Unit IV** **(8 Hours)**

Financial Planning Concepts, concept of financial planning as an approach to investing in mutual funds as well as a tool for the mutual fund distributors to develop long term relationships with their clients Helping Investors with Financial Planning, steps of financial planning and the important parameters for selecting mutual fund schemes

**Note: Latest Provisions to be taught.**

**Suggested Readings (All latest editions to be referred):**

- David Sutton. (2018).Cyber security: A practitioner's guide. BCS Learning.
- Naik, M. B., & Hirekodi, M. L. (2021). MUTUAL FUNDS PRACTICES IN INDIA. Lulu Publication.
- Rodney Jones and Christoph Hafner.(2017). Understanding digital literacies: A practical.
- Routledge. (2021). Introduction to Mututal Fund. 2nd edition.

**Evaluation Pattern:** On the basis of MCQ exam followed by Viva Voce