

Lecture Plan

Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa

Name of Faculty: Ms. Sheetal Mandrekar

Subject: Mutual Fund Distributor - II

Paper code: VOS307

Program: S.Y.B.Voc (BFSI)

Division:

Academic year: 2024-2025

Semester: III

Total Lectures: 45

Course Objectives: .

At the end of the program, the learner will be able to apply proper techniques to conduct market research on mutual funds and sell the products, employ proper procedure to perform after-sales activities, employ suitable practices to maintain data integrity and data privacy, dramatize how to communicate effectively with guests, colleagues, and superiors to achieve a smooth workflow, apply health, hygiene, and safety practices at the workplace and use resources at the workplace optimally.

Course Outcome:

- At the end of the program, the learner will be able to:
- Apply proper techniques to conduct market research on mutual funds and sell the products
- Employ proper procedure to perform after-sales activities
- Employ suitable practices to maintain data integrity and data privacy
- Dramatize how to communicate effectively with guests, colleagues, and superiors to achieve a smooth workflow
- Apply health, hygiene, and safety practices at the workplace
- Use resources at the workplace optimally

Student Learning Outcome:

- At the end of the program, the learner will be able to:
- Apply proper techniques to conduct market research on mutual funds and sell the products
- Employ proper procedure to perform after-sales activities
- Employ suitable practices to maintain data integrity and data privacy
- Dramatize how to communicate effectively with guests, colleagues, and superiors to achieve a smooth workflow
- Apply health, hygiene, and safety practices at the workplace
- Use resources at the workplace optimally

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/Assignment	ICT Tools	Reference books
JUNE 2024	28/06/2024	29/06/2024		Unit I: Market Research of Mutual Funds: 20 hours	Test	Smart Board, Power Point Presentation	Mutual Distributors, Certification Fund NISM
JULY 2024	01/07/2024	06/07/2024	12	Unit I: Market Research of Mutual Funds: 20 hours • FUND DISTRIBUTION AND CHANNEL MANAGEMENT PRACTICES	Test	Smart Board, Power Point Presentation	Mutual Distributors, Certification Fund NISM
	08/07/2024	13/07/2024		Marketing of units Selecting the right investment products for investors, fund distribution and channel management practices			
	15/07/2024	20/07/2024		Marketing of units Selecting the right investment products for investors, fund distribution and channel management practices			
	22/07/2024	27/07/2024		Introduction Investment avenues, concept and role of mutual fund, comparison of mutual fund with equity and bond instruments and history of MF in India.			
	29/07/2024	31/07/2024		Introduction Investment avenues, concept and role of mutual fund, comparison of mutual fund with equity and bond instruments and history of MF in India.			
AUGUST 2024	01/08/2024	03/08/2024	12	PROTECTION OF INVESTORS • Objectives 10.1 Meaning of Investor Protection	Test	Smart Board, Power Point Presentation	Mutual Distributors, Certification Fund NISM
	05/08/2024	10/08/2024		10.2 Rights and Obligation of Investors			
	12/08/2024	18/08/2024		10.3 Redressal of Investor Grievances			
	19/08/2024	24/08/2024		10.4 Redressal of Investor Grievances at SEBI			
	26/08/2024	31/08/2024		10.5 Right to Information Act, 2005			
SEPTEMBER 2024	02/09/2024	05/09/2024	12	Unit II: Analyses of Market Research: 15 hours • Outline the legal and related regulations with regards to mutual funds (AMFI, RBI and Companies Act.)	Test	Smart Board, Power Point Presentation	Mutual Distributors, Certification Fund NISM

	13/09/2024	14/09/2024		<ul style="list-style-type: none"> Outline the legal and related regulations with regards to mutual funds (AMFI, RBI and Companies Act.) 				
	17/09/2024	21/09/2024		<ul style="list-style-type: none"> Explain the process of creating customer profile 				
	23/09/2024	28/09/2024		<ul style="list-style-type: none"> List various documents required for sale and purchase of mutual funds 				
	30/09/2024	30/09/2024		<ul style="list-style-type: none"> List various documents required for sale and purchase of mutual funds 				
OCTOBER 2024	01/10/2024	05/10/2024	09	Describe the methods to handle customers and their queries	Test	Smart Board, Power Point Presentation	Mutual Distributors, Certification	Fund NISM
	07/10/2024	12/10/2024		Unit III: Performance analyses after sales: 10 hours				
				<ul style="list-style-type: none"> Discuss the standard procedure to submit the request of customers for top-up/switch/redemption and mark lien on the mutual fund units 				
	14/10/2024	19/10/2024		<ul style="list-style-type: none"> Explain the standard procedure to update the KYC details, nomination, etc. 				
	21/10/2024	22/10/2024		<ul style="list-style-type: none"> Discuss effective techniques for up-selling and cross-selling, based on revised financial goals of the customer 				
TOTAL LECTURES			45					

**Assessment
Rubrics**

Component	Max Marks
ISA 1	
ISA 2	
Practical	
Project	
Semester End Exam	75