

P.G. DEPARTMENT OF COMMERCE
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



REPORT

of

ADD-ON COURSE

in

CERTIFICATE COURSE IN MUTUAL FUND DISTRIBUTION

(Conducted for I M.Com. students)

Academic Year: 2021-2022

ADD ON COURSE (M.COM FIRST YEAR)

CERTIFICATE COURSE IN MUTUAL FUND DISTRIBUTION

Duration of the Course: 30 Hrs.

The department of Commerce organised a five session add on course program for first PG students on the subject Mutual Funds, which was coordinated by our staff guide Prof. Dr. Renny A George.

FIRST SESSION(27/01/2022)(10.30A.M-12.30P.M)

The first session of the course was conducted on 27th January 2022,it was handled by Mr Marvin Sabu research scholar on 'mutual fund industry' at MG university. He introduced himself and later on gave an introduction about the topic mutual funds,in that session he also covered basics of mutual funds and steps to invest in mutual funds.Morning section got completed by 12:30 p.m.

SECOND SESSION (27/01/2022)(3.30P.M-4.30P.M)

On the same day afternoon session was begun by 3:30 p.m. and was handled by Mr Sajesh, product head of mutual funds, SIB ,Kerala. Our coordinator introduced him and Sajesh sir gave us a brief description about the working of mutual fund and SIP and its steps with the help of PowerPoint presentation. It helped us to get a clear insight about the process and procedures of mutual funds. The session was wound up by 4:30 p.m.

THIRD SESSION (29/01/2022)(9.30A.M-12.30P.M)

The next class was conducted on 29th January at 9:30 a.m. It was a 3 Hour

session and was handled by Mr Marvin Sabu, he covered on the topics AMC(Asset Management Company) and its function and classification of mutual fund schemes on different basis also ETF's (equity trade fund) and its types. It was a vast area and the session was wound up by 12.30 p.m.

FOURTH SESSION (31/01/2022)(10.30A.M-11.30A.M)

The 4th session was held on 31st January 2022 it was a one hour session and was handled by Mr.Jithin Joy, Assistant professor Devamatha college, Kuravilangad. He gave as a clear insight on the topics,Role of SEBI in regulating mutual funds and SEBI advertising code and also about the functioning of AMFI (association of mutual funds in India)

FIFTH SESSION (05/02/2022)(11.30AM-12.30P.M)

The last session of our add on course was conducted on 5th of February 2022. This session also was handled by Mr Jithin Joy. In this session he explained about, ACE (amfi codes of ethics) and AMFI guidelines and norms for intermediate (AGNI). He also covered on the topics rights and obligations of investors in mutual funds and due diligence process for its distributors. He explained well on each area with the help of PowerPoint presentation. At the end of the session students were asked to submit an assignment on the topic 'small,mid, large cap mutual fund' and every student submitted it without any fail. And our whole Add on course session was officially completed.

Syllabus

OBJECTIVES-

1. To know the basics of mutual funds and different kinds of mutual fund schemes.
2. To know the mutual fund investment process and various intermediaries involved.
3. To understand the mutual fund valuation concepts.

4. To learn the legal and regulatory environment of mutual funds.

Module 1- Introduction to Mutual Funds

Meaning- Objectives- Advantages – Role of the Sponsor, Trustee and AMC, Regulatory provisions with respect to Sponsor, Trustee and AMC- Role and Functions of Service Providers of mutual fund- Payment Aggregators- Advantages and limitations of Mutual Funds. **(10 Hours)**

Module II- Classification of Mutual Funds & Investing in Mutual Funds

Open Ended Fund- Close Ended Fund- Exchange Traded – SIP- Investing in Mutual Funds: Understanding the Process, Investment Objective- Prospectus / Offer Document and Key Information Memorandum, Processes, Rights and Obligations for Investors. **(10 Hours)**

Module III – Valuation, Legal and Regulatory Environment

Concept of Net Asset -Value Role of SEBI in regulating mutual funds, SEBI Advertising Code for Mutual Funds- Functions of AMFI, AMFI Code of Ethics (ACE) and AMFI Guidelines and Norms for Intermediaries (AGNI), Due Diligence process for its distributors, Rights and obligations of investors in a mutual fund ,New Fund Offer, Statement of Additional Information (SAI) and Scheme Information Document (SID), Key Information Memorandum (KIM). **(10 Hours)**

OUTCOME OF THE COURSE

1. At the end of the course, students are aware about mutual fund and the various schemes of mutual fund.
2. The students become more interested to invest their small savings in mutual fund.

Mode of Evaluation: Attendance, Assignment and Examination

STUDENTS LIST

SL. NO.	NAME	CLASS NO.
1	AMALDEV JEMINI	351
2	ANU SEBASTIAN	353
3	APARNA C. P.	354
4	ATHIRA P. R.	355
5	CHAITHNYA S BABU	356
6	DONA ANN PETER	357
7	GINIYA G. NELLIKKAL	359
8	JINCY M. K.	362
9	JISMOL JOHN	361
10	LEKHA BABY	363
11	NIKHITHA BOBY	364
12	RIYA VARGHESE	365
13	VIDYA M.	367

ATTENDANCE

SL. NO.	NAME	CLASS NO.	27..01..22	29..02..22	31..01..2022	05..02..2022
1	AMALDEV JEMINI	351	X	X	X	X
2	ANU SEBASTIAN	353	X	X	X	X
3	APARNA C. P.	354	X	X	X	X
4	ATHIRA P. R.	355	X	X	X	X
5	CHAITHNYA S BABU	356	X	X	X	X

6	DONA ANN PETER	357	X	X	X	X
7	GINIYA G. NELLIKKAL	359	X	X	X	X
8	JINCY M. K.	362	X	X	X	X
9	JISMOL JOHN	361	X	X	X	X
10	LEKHA BABY	363	X	X	X	X
11	NIKHITHA BOBY	364	X	X	X	X
12	RIYA VARGHESE	365	X	X	X	X
13	VIDYA M.	367	X	X	X	X

Sample Certificate



P.G DEPARTMENT OF COMMERCE
DEVA MATHA COLLEGE KURAVILANGAD
NAAC Re-Accredited with 'A' Grade
Affiliated to Mahatma Gandhi University, Kollayam

Certificate

This is to certify that

M.Com Student, Deva Matha College, Kuravilangad
has successfully completed the
Add-on Course titled : Certificate Course in Mutual Fund Distribution
conducted by P.G. Department of Commerce, Deva Matha College, Kuravilangad
during the academic year 2021-22.

31.03.2022
Kuravilangad

Mr Anish Thomas
Head of the Department

Dr. Renny A George
Co-ordinator

CONCLUSION

Every sessions of the course concluded with the question answer session. It was very useful and knowledgeable .Every points were discussed in detail .Whole session of the course was handled via online platform with the help of Google meet application. This course helped to provide a clear insight about what a mutual fund is and what are its objectives, process of mutual fund, how to invest in a mutual fund etc., And we believe that this course will benefit for the advancement of our career.



Mr. Renny A. George
Add on course coordinator
Department of Commerce

Principal
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