

Programme : **Master of Commerce [M.Com]**
 Course Code : **COM-505**
 Course Title : **Management of Mutual Funds**
 Number of Credits : **4**
 Effective from AY : **2022 – 2023**

Pre-requisites for the Course:

NIL

Objectives of the Course:

1. To assess Mutual funds Organization structure and role of different parties.
2. Assess offer documents of different schemes and SEBI requirements in preparation of Offer documents.
3. To assess the suitability of Scheme Information Document (SID), Statement of Additional Information (SAI), and Key Information Memorandum (KIM)
4. To prepare Investment plans, products and services offered to present and prospective investors in the financial market
5. To assess different types of plans; Systematic Investment Plan (SIP); Systematic Transfer Plan (STP), and Systematic Withdrawal Plan (SWP)

Course Content

Unit 1	The Concept, Role, and Types of Mutual Funds	15 Hours
The Concept of Mutual Funds- Advantages of Mutual Fund Investing-Portfolio Diversification-Professional Management- Reduction of Risk-Transaction Costs and Taxes-Liquidity and Convenience - Growth and Trends of Mutual Fund Industry in India - Types of Funds- Open-end Funds/Closed-end Funds/Fixed Term Plans - Load Funds/No Load Funds -Tax Exempt/Non-Tax-Exempt Funds-Money Market Funds-Equity Funds-Debt Funds-Hybrid funds - Commodity Funds-Real Estate Funds-Exchange traded funds-Index traded funds- Funds of Funds.		
Unit 2	Organization, Management, and Procedure of setting up of Mutual Funds	15 Hours
Structure of Mutual Funds in India- Parties to Mutual Funds- The Fund Sponsor-Mutual Fund as a Trusts-Trustees- Rights of Trustees- Obligations of Trustees- The Asset Management Company- its appointment and functions- Obligations of AMC and Directors-Independent Directors and its Trustees - Other Fund Constituents – Custodians - Depositories - Bankers-Transfer Agents and Distributors.		
Unit 3	The Offer Document	15 Hours
The Offer Document – What it is - Importance - Contents - Regulation and Investors Rights - Contents of the Offer Document - Standard Offer Document for Mutual Funds (SEBI format) - Summary Information -Glossary of Defined Terms - Risk Disclosures - Legal and Regulatory Compliance – Expenses - Condensed Financial Information of Schemes - Constitution of the Mutual Fund - Investment Objectives and Policies -Management of the Fund - Offer Related Information - Scheme Information Document (SID) - Statement of Additional Information (SAI) and Key Information Memorandum (KIM).		
Unit 4	Different Investment Plans and Services for Investors.	15 Hours
Accumulation Plans - Systematic Investment Plans - Automatic Reinvestment Plans - Retirement Plans - Switching Within Family of Funds – Voluntary Withdrawal Plans - Redeeming Shares - Services Performed by Mutual Funds- Nomination Facilities - Phone Transactions/Information – Check Writing, Pass Books - Periodic Statements and Tax Information – Statutory -Others - Loans Against Units.		

Pedagogy:

The following methods and forms of study are used in the course:

- The methodology used in the class will combine lectures, applications, and case discussions. Lectures will address the assigned reading materials.
- The required readings, lecture notes, and the assigned home works and cases of Offer Document and Various schemes are intended to support learning objectives. They will prepare the students adequately for the examinations.
- In addition to the lectures, review sessions will be scheduled to address assignments, end-of-chapter questions, and on some occasions, to examine Offer documents as assigned cases.

Reference / Readings:

1. H. Sadhak, *Mutual Funds in India, Marketing strategies & Investment Practices*, SAGE Response; India, 2nd Edition, 2003.
2. H.R. Singh & Dr. Meera Singh, *Mutual fund & Indian Capital Market*, Kanishka Publishers Distributors, India, 2012.
3. K.G. Sahadevan & M. Thiripalraju, *Mutual Funds Data, Interpretation & analysis*, Prentice-Hall of India Pvt. Ltd, 1997.
4. L.M. Bhole and Jitendra Mahakud, *Financial Institutions & Markets*, McGraw Hill Education; India, 6th Edition, 2017.
5. Lalit Bansal, *Mutual Funds: Management and Working*, Deep & Deep Publications, India, 1993.
6. National Institute of Securities Markets (NISM), *Mutual Funds Distributor*, Taxmann Publications Pvt. Ltd., India, 2022.
7. National Institute of Securities Markets (NISM), *Mutual Funds Distributor (Level2)*, Taxmann; India, 2022.
8. National Institute of Securities Markets (NISM), *Mutual Funds Foundation*, Taxmann Publications Pvt. Ltd.; India, 2022.
9. Sanjeev Agarwal, *Guide to Indian Capital Market*, Bharat Law House; India, 2000.
10. Seema Vaid, *Mutual fund operation in India*, Rishi Publications, India, 2000.

Reference Websites: www.amfiindia.com / www.mutualfundsindia.com / www.moneycontrol.com.

Online Resources:**Online E-Books:**

1. Mutual Funds for Dummies by Tyson & Eric Kevin
<https://www.pdfdrive.com/mutual-funds-for-dummies-7th-edition-e200464342.html>
2. Common Sense on Mutual Funds by John C. Bogle
<https://www.pdfdrive.com/common-sense-on-mutual-funds-fully-updated-10th-anniversary-edition-e165099817.html>
3. Morningstar Guide to Mutual Funds
<https://www.pdfdrive.com/morningstar-guide-to-mutual-funds-e22124194.html>
4. The Fund Industry: How Your Money is Managed by Robert Pozen & Theresa Hamacher
<https://www.pdfdrive.com/the-fund-industry-how-your-money-is-managed-e177791363.html>
5. The Management of Mutual Funds by G.V. Satya Sekhar
<https://www.pdfdrive.com/the-management-of-mutual-funds-e158061534.html>