

LESSON PLAN

Sr . No	Topics
1	I: INVESTMENT LANDSCAPE
	Investors and their Financial Goals
	Savings or Investments
	Different Asset Classes
	Investment Risks
	Risk Measures and Management Strategies
	Behavioral Biases in Investment Decision Making
	Risk Profiling
	Understanding Asset Allocation
	Do-it-yourself versus Taking Professional Help
2	II: CONCEPT AND ROLE OF A MUTUAL FUND
	Concept of a Mutual fund
	Classification of Mutual Fund
	Growth of the mutual fund industry in India
3	III. LEGAL STRUCTURE OF MUTUAL FUNDS IN INDIA
	Structure of Mutual Funds in India
	Key Constituents of a Mutual Fund
	Organization Structure of Asset Management Company
	Role and Support function of Service Providers
	Role and Function of AMFI
4	IV.LEGAL AND REGULATORY FRAMEWORK
	Role of Regulators in India
	Role of Securities and Exchange Board of India
	Due Diligence Process by AMCs for Distributors of Mutual Funds
	Investor Grievance Redress Mechanism
	AMFI Code of Conduct for Intermediaries
5	V.SCHEME RELATED INFORMATION
	Mandatory Documents
	Non-Mandatory Disclosures
6	VI. FUND DISTRIBUTION AND CHANNEL MANAGEMENT PRACTICES
	The role and importance of mutual fund distributors
	Different kinds of mutual fund distributors
	Modes of distribution
	Pre-requisites to become Distributor of a Mutual Fund
	Revenue for a mutual fund distributor
	Commission Disclosure mandated by SEBI
	Due Diligence Process by AMCs for Distributors of Mutual Funds
	Difference between distributors and Investment Advisors
	Nomination facilities to Agents/Distributors and Payment of Commission to Nominee
	Change of distributor
7	VII. NET ASSET VALUE, TOTAL EXPENSE RATIO AND PRICING OF UNITS
	Computation of Net Assets of Mutual Fund Scheme and NAV
	Concept of Entry and Exit Load and its impact on NAV
	NAV, Total expense ratio and pricing of units for the Segregated Portfolio
8	VIII. TAXATION

	Applicability of taxes in respect of mutual funds
	Capital Gains
	Dividend income
	Stamp Duty on Mutual Fund Units
	Setting off of Capital Gains and Losses under Income Tax Act
	Securities Transaction Tax
	Tax benefit under Section 80C of the Income Tax Act
	Tax Deducted at Source
	Applicability of GST
9	IX. INVESTOR SERVICES
	The NFO process
	New Fund Offer Price/On-going Offer Price for subscription
	Investment Plans and Services
	Allotment of Units to the Investor
	Account statements for investments
	Mutual Fund Investors
	Filling the Application Form for Mutual Funds
	Financial Transactions with Mutual Funds
	Cut-off Time and Time Stamping
	KYC Requirements for Mutual Fund Investors
	Systematic Transactions
	Operational aspects of Systematic Transactions
	Non-Financial Transactions in Mutual Funds
	Change in Status of Special Investor Categories
	Investor transactions – turnaround times
10	X. RISK, RETURN AND PERFORMANCE OF FUNDS
	General and Specific Risk Factors
	Factors that affect mutual fund performance
	Drivers of Returns and Risk in a Scheme
	Measures of Returns
	SEBI Norms regarding Representation of Returns by Mutual Funds in India
	Risks in fund investing with a focus on investors
	Measures of Risk
	Certain Provisions with respect to Credit risk
11	XI. MUTUAL FUND SCHEME PERFORMANCE
	Benchmarks and Performance
	Price Return Index or Total Return Index
	Basis of Choosing an appropriate performance benchmark
	Benchmarks for equity schemes
	Benchmarks for Debt Schemes
	Benchmarks for Other Schemes
	Quantitative Measures of Fund Manager Performance
	Tracking Error
	Scheme Performance Disclosure
12	XII. MUTUAL FUND SCHEME SELECTION
	Scheme Selection based on Investor needs, preference and risk-profile
	Risk levels in mutual fund schemes

	Scheme Selection based on investment strategy of mutual funds
	Selection of Mutual Fund scheme offered by different AMCs or within the scheme category
	Selecting options in mutual fund schemes
	Do's and Don'ts while selecting mutual fund schemes