

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANIPAT**

**DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE PLAN**

Name: - Mohit Singhal

Subject Name: - Mutual Fund Operation II

Branch/Semester: - BBA/3rd

Subject Code:- BFSI 306

Sr. No.	Lecture No.	Topics To Be Covered	Planned on	Covered On	Remarks
1	L 1	Investor and Distributor Processes	25/07/2019		
2	L 2	Payouts	26/07/2019		
3	L 3	Customer Profile on the Basis of Mutual Fund Scheme	29/07/2019		
4	L 4	Customer Profile on the Basis of Mutual Fund Scheme	30/07/2019		
5	L 5	Payment Process and Accepted Payment Methods	01/08/2019		
6	L 6	Payment Channels	02/08/2019		
7	L 7	Class test	05/08/2019		
8	L 8	Redemption and Systematic Transactions	06/08/2019		
9	L 9	Redemption and Systematic Transactions	08/08/2019		
10	L 10	After Sales Activities	09/08/2019		
11	L 11	Revised Work	13/08/2019		
12	L 12	Revised work	16/08/2019		
13	L 13	Handling Customer Queries,	19/08/2019		
14	L 14	Post Sale Customer Services	20/08/2019		
15	L 15	Shareholders Account	22/08/2019		
16	L 16	Shareholders Account	23/08/2019		
17	L 17	Cancellation of Mutual Funds	26/08/2019		
18	L 18	Learning How to Interact With Customers	27/08/2019		
19	L 19	Carry Out Rule-Based Transactions in Line With Customer	29/08/2019		
20	L 20	Specific Guidelines/Procedures/Rules and Service Level Agreements.	30/08/2019		
21	L 21	Handling Monetary Transactions	03/09/2019		
22	L 22	Class Test	06/09/2019		

23	L 23	Handling Non-Monetary Transactions	09/09/2019		
24	L 24	Assignments Mutual Fund Investment	12/09/2019		
25	L 25	Ability to Quantify Various Risk Factors	13/09/2019		
26	L 26	Methods to Compute Various Ratios	16/09/2019		
27	L 27	Calculate Risk-Adjusted Returns	17/09/2019		
28	L 28	Techniques to Comprehend Impact of Various Economic and Financial Factors on Mutual Fund Market	19/09/2019		
29	L 29	Techniques to Comprehend Impact of Various Economic and Financial Factors on Mutual Fund Market	26/09/2019		
30	L 30	Techniques to Comprehend Impact of Various Economic and Financial Factors on Mutual Fund Market	27/09/2019		
31	L 31	Case studies Regarding Mutual fund	30/09/2019		
32	L 32	Revised session	03/10/2019		
33	L 33	Revised session	04/10/2019		
34	L 34	SEBI's Role and Relevant Regulations- SEBI Act 1992.	10/10/2019		
35	L 35	SEBI's Role and Relevant Regulations- SEBI Act 1992.	14/10/2019		
36	L 36	SEBI's Role and Relevant Regulations- SEBI Act 1992.	18/10/2019		
37	L 37	Case Study SEBI	21/10/2019		
38	L 38	Class Test	24/10/2019		
39	L 39	Revised work	4/11/2019		
40	L 40	Revised work	5/11/2019		