

GUJARAT UNIVERSITY

**TWO EXCELLENT ONE-YEAR FULL TIME EVENING PROGRAMMES FOR
COMMERCE AND MANAGEMENT GRADUATES**



**POST-GRADUATE DIPLOMA IN INVESTMENT & FINANCIAL ANALYSIS
(P.G.D.I.F.A.)**

&

**POST-GRADUATE DIPLOMA IN FINANCIAL MARKETS & INSURANCE
(P.G.D.F.M.I.)**

PROGRAMME PROSPECTUS

CHOICE BASED CREDIT SYSTEM (CBCS)

(Revised from June 2014)

**SHETH DAMODARDAS SCHOOL OF COMMERCE
GUJARAT UNIVERSITY,
NAVRANGPURA,
AHMEDABAD-380009.**

Contact No.: 079-27910988

POST-GRADUATE DIPLOMA IN INVESTMENT & FINANCIAL ANALYSIS

(P.G.D.I.F.A.)

INTRODUCTION :

As we are already entered into the new millennium (21st century), it confronts a very different environment than our past several decades. The process of globalisation, liberalisation and privatization in the country since 1990 has demanded tremendous changes in the present education systems. Now, there is a less importance of traditional courses. The time has created new horizons in the professional courses. Further, in a world driven by the power of information technology, industry, trade, commerce and business are witnessing paradigm shifts in the management's areas - production, marketing, personnel and finance. In order to survive and growth in these challenging environments, students need to acquire higher level of skills in the respective area.

As a first step towards developing dynamic professionals in the field of finance, the Gujarat University has introduced the **Post-Graduate Diploma in Investment & Financial Analysis (PGDIFA) at the Sheth Damodardas School of Commerce in the year 1995-96**. The PGDIFA programme is a full-time one year evening programme specially designed to prepare B.Com./B.B.A. students for career in Investment and Financial Analysis related to the financial management. Further, this programme is also designed keeping in mind the significant developments that have taken place in the areas of finance, investment, legal, banking and economics. Over and above, the programme is also helpful to C.A., C.S., I.C.W.A. students as well as students who want to go abroad for further study.

The PGDIFA programme aims at training and developing deserving graduates with a view to help them to acquire knowledge in finance area and then make them relevant persons for suitable employment including self-employment in the finance world. Further the PGDIFA programme will go a long way in developing your insights and enhancing your understanding of the latest knowledge in the area of finance.

PROGRAMME DESIGN: (Effective from June 2014)

The Post-Graduate Diploma in Investment and Financial Analysis is one year evening programme. The Programme is conducted in two semesters. The course structure of the programme is as under:

COURSE STRUCTURE

SEMESTER-I

- Paper-I: Financial Management
- Paper-II:: Techniques of Financial Analysis
- Paper-III : Managerial Economics
- Paper-IV: Accounting for Managers

SEMESTER-II

- Paper-V: Investment Management
- Paper-VI: Marketing of Financial Services
- Paper-VII: International Financial Management
- Paper-VIII: Taxation: Direct and Indirect Taxes
- **Project Report(Dissertation)**

PROJECT WORK (Dissertation)

One of the prime requirements of the programme is preparation of dissertation/project by the students on a topic/subject determined by a student and his guide. Entitlement of Diploma requires one to fulfill this condition invariably.

ADMISSION AND SELECTION CRITERIA

Following minimum requirements are laid down for admission to this programme:

1. B.Com. or B.B.A. degree from a recognised University with 50% marks in aggregate obtained at the first attempt.
2. No candidate shall register for any other degree or study with Gujarat University once admitted to this programme.
3. Candidates shall be admitted on merit only – the merit list being prepared on the basis of aggregate marks obtained.

SEATS

Number of seats available for this programme normally shall not exceed 75. Reservation quota for SC/ST/SEBC/PH students will be maintained as per the rules.

DURATION

One academic year having two semesters is determined for completion of this programme. Each semester is allotted four courses for the study. (Details given separately). Thus, totally eight courses are required to be completed in a year besides project dissertation.

FEES

The **Tuition fees** are **Rs.12,000/-** for the entire period of programme, payable at a time and within a stipulated period after the merit list is declared. No claim on admission shall be entertained in case of late payment. Fees once paid will not be refunded as per University rules.

Examination Fees: Rs.500/- to be paid per semester examination.

POST-GRADUATE DIPLOMA IN FINANCIAL MARKETS AND INSURANCE

(P.G.D.F.M.I.)

INTRODUCTION:

The Indian Stock Markets have a history of more than 125 years. In this era of Liberalization and Globalization the Indian financial markets are sharply getting integrated with the world markets. They have undergone a sea change in the last decade. Technology has changed the face of the stock markets New trading systems, new stock changes, new players, new players, new instruments and new markets have come into existence Today, the Indian equity market is one of the most technologically developed in the world and is on par with other developed markets abroad. The introduction of on-line trading system, dematerialization, ban of the badla system and introduction of rolling settlement have facilitated quick trading and settlement which lead to larger volumes Increase in the volumes are coupled with increase in volatility in the stock markets thereby increasing the complexities involved in trading of instruments. These increased complexities compel the participants to understand the nature of markets thoroughly.

Further as a step towards integration with the global trends, the insurance sector was the last sector to be opened up in August 2000. With deregulation, competition has increased in the insurance sector. The entry of private sector players has brought about a paradigm shift in the definition of the word insurance , There is no doubt that the insurance market is growing. The rate of annual growth is an average of 20 percent for life and 12 Percent for non-life insurance. Despite this growth rate, India is under-insured when compared to other countries; India's insurance has a long way to catch up with the rest of the world. The untapped potential reveals that our human and physical asserts are unprotected and neglected rural markets. There is vast potential for insurance growth in the rural sector. Life insurance companies are offering tailor-made product to suit the differing needs of the consumers. Life Insurance products are designed to adjust protection levels within the same policy. Moreover, these companies are providing the client with innovation, flexible and attractive riders, Joint ventures with renowned foreign insurance companies have provided an added advantage in product innovation. Life insurance business is now a sophisticated business in India.

To compete and survive in this highly competitive environment, insurance are offering insurance solution which are customized to match with individual needs. These trends have opened up huge job potentiality, but being complex in nature, require a different mindset which, in turn, can be acquired through a professional training.

To cope up with these increased complexities and the dynamics of these sectors; there is a dearth of recognized academic institutes offering such professional course. This Post- Graduate Diploma is a pioneering effort of Gujarat University to bridge the gap between the ever growing demand of the industry and the lack of qualified professionals, The Faculty members of Sheth Damodardas School of Commerce undertook a lot of research and then designed this programme to meet the requirement of the financial markets and insurance sectors. This course is an endeavor of Gujarat

University to develop professionals for both the sectors. The major objectives of this programme are.

*The impart knowledge to the fresh Graduate about these sectors and open new employment opportunities for them.

*To upgrade thus skills and abilities of the employees at various levels such as Insurance Advisors, Development Officers and Managers in these sectors.

PROGRAMME DESIGN: (Effective from June 2014)

The Post-Graduate Diploma in Financial Markets and Insurance is one year evening programme. The Programme is conducted in two semesters. The course structure of the programme is as under:

COURSE STRUCTURE

SEMESTER-I

- Paper-I: Financial Management
- Paper-II: Techniques of Financial Analysis
- Paper-III: Life Insurance
- Paper-IV: Risk Management

SEMESTER-II

- Paper-V: Investment Management
- Paper-VI: Marketing of Financial Services
- Paper-VII: Non-Life Insurance
- Paper-VIII: Regulation of Financial Markets and Services
- **Project Report(Dissertation)**

PROJECT WORK (Dissertation)

One of the prime requirements of the programme is preparation of dissertation/project by the students on a topic/subject determined by a student and his guide. Entitlement of Diploma requires one to fulfill this condition invariably.

ADMISSION AND SELECTION CRITERIA

Following minimum requirements are laid down for admission to this programme:

1. A candidate with B.Com/ B.B.A/ B.A (Economics)/ (B.Sc Maths or Statistics)/ Other allied higher degrees are eligible to apply for admission in this programme.
2. No candidate shall register for any other degree or study with Gujarat University once admitted to this programme.
3. Candidates shall be admitted on merit only – the merit list being prepared on the basis of aggregate marks obtained.

SEATS

Number of seats available for this programme normally shall not exceed 75. Reservation quota for SC/ST/SEBC/PH students will be maintained as per the rules.

DURATION

One academic year having two semesters is determined for completion of this programme. Each semester is allotted four courses for the study. (Details given separately). Thus, totally eight courses are required to be completed in a year besides project dissertation.

FEES

The **Tuition fees** are **Rs.12,000/-** for the entire period of programme, payable at a time and within a stipulated period after the merit list is declared. No claim on admission shall be entertained in case of late payment. Fees once paid will not be refunded as per University rules.

Examination Fees Rs.500/- to be paid per semester examination.

RULES EFFECTIVE FROM JUNE 2014

CREDIT AND EVALUATION SYSTEM:

- This Programme carries a **Total of 50 Credits**. Each of the above courses carries Five Credits (One Credit Equals 9 Hours Each).
- Total Credits in each semester will be as under:

Number of courses in Semester-I x Credits for each course	=4x5 =20 Credits
Number of courses in Semester-II x Credits for each course	=4x5 =20 Credits
Plus Credits for Project in Semester-II	=10 Credits
Total Credits for Semester-II	= 30 Credits
Giving Total Credits for entire programme	=50 Credits
- Minimum of 75% Attendance in each semester (135 Hours out of 180 hours (45x4 courses) in each semester i.e. a minimum of 15 Credits in each semester) is a mandatory requirement to qualify for the Internal and University Exams in each semester. Students not satisfying this criterion will disqualify for the Internal as well as Semester End University Exams.
- Project Work carries 10 Credits equivalent to 90 Hours out of which a minimum of 1 Credit equivalent to 9 Hours must be spent for consultation with the Project Guide.
- Each course in this P.G. Diploma carries 100 marks for the purpose of evaluation out of which 30 marks are allotted for internal evaluation and 70 marks are allotted for semester end University examination known as external evaluation.
- The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- Evaluation for each course shall be done by a Continuous Internal Assessment (CIA) by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. Continuous Internal Assessment carries 30% weightage and Semester End University Exams carry 70% weightage.
- The components of Continuous Internal Evaluation of 30% weightage include:
 - 1) 20% for Internal Examination in each Semester and
 - 2) 10% for Attendance and class participation.
- Project work also carries 30% weightage of Evaluation by Project Guide and 70% weightage of Evaluation by External Examination Committee.
- External Evaluation of Projects will be conducted as follows:

1) Project Contents, Quality of Research Work and Presentation:	40 Marks
2) Power point presentation by the student:	20 Marks
3) Viva-Voice:	<u>10 Marks</u>
Total:	70 Marks

- The passing minimum for CIA (Continues Internal Assessment) shall be 36 % i.e., 11 marks out of 30 marks, where the candidate is required to appear for the internal test at least once in each semester.
- Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters by appearing for Re-test only once.
- The passing minimum for University or External Examinations shall be 36% i.e. 25 marks out of 70 marks. A student not securing minimum standard of 36% in each course in external examination shall be declared as unsuccessful or fail.

GRADING SYSTEM:

Once the marks of the CIA (Continues Internal Assessment) and end semester University Examination for each of the courses are available, they will be added. The marks thus obtained in each course will then be graded as per details provided in the table below:

GRADING OF THE COURSES

Percentage / Marks	Grade Points	Grade	Description
Above 85	8.5 - 10.0	O+	Outstanding
70 - 84.99	7.0 - 8.49	O	Excellent
60 - 69.99	6.0 - 6.99	A	Very good
55 - 59.99	5.5 - 5.99	B+	Good
48 - 54.99	4.8 - 5.49	B	Fair
36 - 47.99	3.6 - 4.79	C	Average
Below 36	0.0	D (Dropped)	Dropped or Fail

GRADES FOR FINAL RESULT:

CGPA From - to	Letter Grade	Classification of Final Result
8.5 - 10	O+	First class with Distinction
7.0 - 84.99	O	
6.0- 6.99	A	First Class
5.5 - 5.99	B+	Higher Second Class
4.8 - 5.49	B	Second Class
3.6 - 4.79	C	Pass Class
Below 3.6 - 0.0	D	Dropped or Fail

EVALUATION & AWARD OF DIPLOMA

1. In order to be declared successful in examination and declared as **PASS** the following conditions should be fulfilled:
 - (A) Minimum of 36% marks (C Grade) should be obtained by a student in each course both in internal evaluation as well as external evaluation done at the end of a semester.
 - (B) A student not securing minimum standard of 36% in external examination shall be declared as unsuccessful or fail. Anyone not securing 36% in internal evaluation in any course shall not be permitted to appear in semester end University examination in a concerned course.
 - (C) Unless all the conditions laid down above are fulfilled a student shall not be declared **PASS** and shall not qualify to obtain the P.G. Diploma Certificate.
2. A student is eligible to continue his/her studies for the second semester inspite of his failing in the First Semester end University examination.
3. A student is required to complete project work before the external examination for the second semester. Any one not completing this requirement shall not be permitted to appear in the semester end University Examination of second semester.
4. The final Mark Sheet will include the credit points, marks obtained in each course in internal as well as external exams, the corresponding grades obtained in each course as well as overall Grade as per the Evaluation System described above.

INSTRUCTIONS

Please read the instructions given below carefully before you give the information required in the application form:

- 1) All the information given in the application form must be complete and factually correct. An application containing incomplete, incorrect or false information will not be entertained and shall be liable for cancellation, if entertained through oversight, inadvertence or any other reason.
- 2) An application selected on the basis of false information will be liable for expulsion from the programme.
- 3) Application form fees once paid will not be refunded back in any circumstances. The fees are payable at the time of admission within a stipulated period mentioned in the merit list, which is non-refundable. No claim on admission shall be entertained in case of late payment.
- 4) The examination fees of Rs.500/- (Rupees Five hundred only) per semester to be paid at the time of registration for the semester examinations.
- 5) The admission to the PGDIFA & PGDFMI programme will be only on merit based on the performance of the candidates at the University examination. The merit list will be placed on the Notice Board of the School.
- 6) Applicants not belonging to Gujarat University will have to submit Provisional Eligibility Certificate along with the application form.
- 7) **If the candidate belongs to Reservation Categories (SC/ST/SEBC) the Certificate of Caste/Creamy layer issued within six months must be enclosed along-with the admission form, otherwise the candidate will be converted in to General Category.**
- 8) Attendance rules of Gujarat University are applicable. Reservation criteria will be applicable as per the Gujarat University rules.
 - (A) **The Medium of instruction will be English only.**
 - (B) It is mandatory for all students to follow the rules for internal evaluation and attendance.
 - (C) **The Class timings are between 6-00p.m. to 8-00p.m. during weekdays.**

For Further Details and Programme Prospectus contact:

COURSE COORDINATOR

Dr. Hemal Pandya

Professor

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