



# R.K.S.D. (PG) College, Kaithal

( A Grade, NAAC Accredited ,Affiliated to Kurukshetra Unviversity, Kurukshetra)



## DEPARTMENT OF COMMERCE



Invites Applications for

## UGC Approved Skill Based

Certificate Courses under NSQF For Academic Session: 2021-22

## CERTIFICATE COURSE IN GOODS AND SERVICES TAX (GST)

&

## CERTIFICATE COURSE IN STOCK MARKET



### ELIGIBILITY

For GST - UG (Final year) and PG  
For Stock Market - 10+2 From any stream

### COURSE DURATION

**4 to 6 Months**

**REGISTRATION DATES: 27 NOV. TO 3 DEC 2021**

**Commencement of Course : 8th Dec. ,2021**

### HIGHLIGHTS

- ★ **Certification through BFSI Sector Skill Council (Govt. of India)**
- ★ **Admission Will Be On First-Come,First- Serve Basis.**
- ★ **Only limited seats are available for each course.**
- ★ **Nominal Fee Stucture**

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**DR. S.K GOYAL**  
PRINCIPAL

# Model Curriculum

## Equity Dealer

### Equity Dealer

SECTOR: **BFSI**  
SUB-SECTOR: **Financial Services**  
OCCUPATION: **Broking/Trading**  
REFERENCE ID: **BSC/Q0201, Version No. 1.0**  
NSQF LEVEL: **4**



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# Equity Dealer

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Equity Dealer”, in the “BFSI” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Mutual Fund Agent</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	BSC/Q0201		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	22 – 12 – 2015
<b>Pre-requisites to Training</b>	Minimum qualification – Class XII		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Buy and sell investment and financial instruments on behalf of their clients.</li> <li>• Provide market insights and investment advice to potential and existing clients as per the organizational standards and procedures</li> </ul>		

This course encompasses 2 out of 2 National Occupational Standards (NOS) of “Equity Dealer” Qualification Pack issued by “BFSI Sector Skill Council of India”.

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Introduction to Securities Markets	10	20	<ul style="list-style-type: none"> <li>• Explain financial systems, financial markets, Market instruments, participants</li> <li>• Explain working of primary and secondary markets</li> <li>• Describe BSE and NSE indices</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
2	Membership	5	10	<ul style="list-style-type: none"> <li>• Describe the process of obtaining Membership at BSE</li> <li>• Describe the process of obtaining Membership at NSE</li> <li>• Explain Client registration procedures, rules and regulations</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
3	Placing orders	4	6	<ul style="list-style-type: none"> <li>• Place various types of orders</li> <li>• Authenticate orders, order placement timing</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
4	Trading Software	5	20	<ul style="list-style-type: none"> <li>• Describe procedures for trading</li> <li>• Explain Trading systems and BOLT screen</li> </ul>	N 0202	White board, Marker, Overhead

				<ul style="list-style-type: none"> <li>Perform trade functions on BOLT screen</li> </ul>		projector, Laptop, Internet access, BOLT screen
5	Trading Cycle and Settlement	2	8	<ul style="list-style-type: none"> <li>List Market timings</li> <li>Perform Corporate Actions</li> <li>Describe Steps in transaction cycle</li> <li>Explain Settlement processes</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
6	Regulatory Framework	4	6	<ul style="list-style-type: none"> <li>Explain laws that Monitor brokers business</li> <li>Describe the role of a regulator and important Regulations</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
7	Mathematical tools for financial analysis	5	20	<ul style="list-style-type: none"> <li>Explain Time value of money</li> <li>Perform Fundamental analysis</li> <li>List steps in fundamental analysis – macroeconomic analysis, sectoral analysis and company analysis</li> <li>Use valuation concepts for performing fundamental analysis</li> <li>Perform Technical analysis</li> </ul>	N 0201	White board, Marker, Overhead projector, Laptop, Internet access
8	Dealing Operations	5	20	<ul style="list-style-type: none"> <li>Explain Role in trading</li> <li>Carry out dealing operations</li> <li>Explain Role in settlement</li> </ul>	N 0202	White board, Marker, Overhead projector, Laptop, Internet access
<b>Total Duration:</b>		<b><u>40</u></b>	<b><u>110</u></b>	<b>Unique Equipment Required:</b>		

Grand Total Course Duration: **150 Hours 00 Minutes**

*(This syllabus/ curriculum has been approved by BFSI Sector Skill Council of India)*



### Annexure 1: Assessment Criteria

Assessment Criteria for Equity Dealer	
Job Role	Equity Dealer
Qualification Pack	BSCQ/0201
Sector Skill Council	BFSI Sector Skill Council of India

Sr. No.	Guidelines for Assessment
1	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
2	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre.
3	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
4	To pass the Qualification Pack, every trainee should score the minimum percentage assign to that job role, aggregate of theory and practical.
5	In each paper there will be 60 questions each though it's online or offline.
6	The assessor will be required to translate the questions from English to local language. And the VIVA also be conducted in English or local language as per their comfort.
7	VIVA will be conducted with Online as well as Offline exams.
8	Pass percentage for the course will be 60.

ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	Assessment criteria (PC)	Total Marks	Out Of	MARKS ALLOCATION	
				Theory	Skills Practical
1. BSC /N 0201 (PREPARE FOR DEALING OPERATIONS)	PC1. Set up terminal for operation PC2. Update and verify client list PC3. Develop Market knowledge/advisory	100	100	30	70
2. BSC / N 0202 (CARRY OUT DEALING OPERATIONS)	PC1. Receive order details PC2. Execute orders PC3. Communicate order status	100	100	30	70
		<b>QP TOTAL</b>	<b>200</b>	<b>60</b>	<b>140</b>



**Annexure2: Trainer Prerequisites for Job role: “Equity Dealer” mapped to Qualification Pack: “BSC Q/0201”**

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>BSC / Q 0201</u> ”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	B.Com
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Equity Dealer</u> ” mapped to QP: “ <u>BSC / Q 0201</u> ”. Minimum accepted score as per SSC guideline is 70%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402”. Minimum accepted score as per SSC guideline is 70%.
5	<b>Experience</b>	Minimum 3 years experience as a trainer in the BFSI domain Minimum 2 years experience as a trainer of Equity dealer subjects Experience in equity dealership a plus



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**BFSI SECTOR SKILLS COUNCIL OF INDIA**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Equity Dealer' QP No. 'BSC/Q0201 NSQF Level 4'

Date of Issuance: December 22<sup>nd</sup>, 2015

Valid up to: December 22<sup>nd</sup>, 2016

\* Valid up to the next review date of the Qualification Pack

Authorized Signatory  
(BFSI Sector Skill Council of India)



**BFSI Sector Skill Council of India**

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