



**ST. XAVIER'S COLLEGE (AUTONOMOUS), RANCHI**  
(AN AUTONOMOUS COLLEGE AFFILIATED TO RANCHI UNIVERSITY)

**SYLLABUS OF  
CERTIFICATE PROGRAMME OF MODULAR COURSES  
OF  
NATIONAL INSTITUTE OF SECURITIES MARKET (NISM) –  
(A CAPACITY BUILDING INITIATIVE OF SECURITIES &  
EXCHANGE BOARD OF INDIA (SEBI)  
IN ASSOCIATION WITH  
DEPARTMENT OF COMMERCE (SELF FINANCING)  
PROGRAMMES  
w.e.f. Academic Session - 2025 - 26**

**FOR UNDER GRADUATE STUDENTS OF**

- 1. COMMERCE SELF FINANCING PROGRAMMES**
- 2. COMMERCE REGULAR PROGRAMME**
- 3. ANY OTHER UNDERGRADUATE PROGRAMMES OF ST. XAVIER'S (AUTONOMOUS) COLLEGE, RANCHI**
- 4. THIS PROGRAMMES CAN ALSO BE OFFERED TO OUTSIDE STUDENTS OR PROFESSIONALS ON WEEK END CLASS SYSTEM.**

| <b>Course Module No.</b> | <b>Name of the Module</b>  |
|--------------------------|--|
| <b>NISM Series VII</b>   | <b>Securities Operations &amp; Risk Management Certification</b> |

  
8/7/25  
**REGISTRAR  
ST. XAVIER'S COLLEGE  
RANCHI**



  
09/16/25  
**PRINCIPAL  
ST. XAVIER'S COLLEGE  
RANCHI**



## Objectives & Salient Features

### Objectives

- This modular course is defined to create awareness and career prospects in the fields of finance and investment.
- This is one of the unique opportunity created through LOU with NISM signed by St. Xavier's College (Autonomous), Ranchi in the interest of academics and students.
- In Jharkhand we are the only college which offer this types of Add on Certificate along with the Honour's Programme.
- With this Add on Certificate Programme students career opportunities will be immensely enlarged and broadened.

### Salient Features

- Classes will be conducted by the professors of the Department of Commerce Self Financing Programmes in the offline mode.
- Separate class timing will be issued for the students of Commerce Self Financing Programmes and separate timing will be issued for other department's students.
- After completing of the course Exam will be conducted by the National Institute of Securities Market and certificate will be issued to the passed students by NISM
- 50% will be pass marks for passing each certificate exam.
- The Certificate will be valid for three years from the date of passing.
- After three years he/she will again have to appear for the exam.
- Exam will be conducted under the guidance of one professor in the computer centre of St. Xavier's College, Ranchi and it will be monitored by the NISM representatives through CCTV installed within the computer centre.
- In case of any unfair means adopted by any student then he/she will be debaring from any other exam of NISM for lifetime.
- For study online or offline notes will be provided by the NISM during the conduction of each module.
- Placements drives are also conducted by the NISM for passed students in according to their conveniences and availability of opportunities.
- Online or Offline Career Counselling Programmes are also conducts by the NISM time to time for career developments of the students.
- Students can choose any module according to his/her wish and choice.
- If at least 30 students in a group agree to participate in Students Development Programme then NISM can do that on students request after payment of requisite fees as per the classification of No. of days' duration and programme.

### Fees:

Rs. 2500 (Two thousand five hundred only) fees will be charged for each module including offline teaching and Examination Fees). This fees are subject to change in according to the decision of NISM and College Management.

\* For the students of Commerce Self Financing Programme following Certificates are offered in Sem -V & VI effective for Academic Session 2023 – 26 students w.e.f. Academic year - 2025

| <u>To Whom the Course Offer</u>                             | <u>Course Title</u>  |
|---|--|
| <i>B.Com (Banking &amp; Insurance)</i>                      | <i>Module VII-Securities Operation &amp; Risk Management</i> |
|   | <i>Module VIII-Equity Derivatives</i>                        |
| <i>B.Com (Office Management &amp; Secretarial Practice)</i> | <i>Module VA- Mutual Fund Distributor</i>                    |
|   | <i>Module VII-Securities Operation &amp; Risk Management</i> |
| <i>B.Com (Financial Market Operation)</i>                   | <i>Module VIII-Equity Derivatives</i>                        |
|   | <i>Module XV-Research Analysis</i>                           |

**I. Introduction to the Securities Market**

- A. Indian securities markets and its role in Indian economy
- B. Structure of Securities market
- C. Money market and its key features
- D. Products traded in the securities market

**II. Market Participants in the Securities Market**

- A. Types of investors
- B. Issuers
- C. Intermediaries
- D. Regulators and regulatory framework

**III. Introduction to the Securities Broking Operations**

- A. Trade life cycle
- B. Front office operations
  - Client on-boarding and registration
  - KYC
  - Unique Client Code
  - Order management
  - Order routing through the exchange
  - Execution of trade
- C. Risk management practices
- D. Surveillance mechanism
- E. Back-office operations
  - Trade enrichment
  - Trade allocation
  - Trade confirmation/modification
  - Clearing and settlement
  - Accounting
  - Information technology
  - Regulatory compliances

**IV. Risk Management**

- A. Risk Management practices
- B. Capital adequacy requirements
- C. Client account control
- D. Margin requirements
- E. Compliances and regulatory reporting

**V. Clearing Process**

- A. Clearing process
- B. Role of clearing agency in clearing of trades
- C. Role of clearing banks in clearing of trades
- D. Role of clearing members/ Custodians in clearing of trades
- E. Role of depositories and depository participants in clearing of trades
- F. Clearing process for equities trading
- G. Clearing process for derivatives trading

**VI. Settlement Process**

- A. Settlement cycle
- B. Settlement of Internet based trading and order placed on phone
- C. Settlement of funds
- D. Settlement of securities
- E. Corporate actions adjustment
- F. Auction of securities

**VII. Investor Grievances and Arbitration**

- A. Redressal of investor grievance
- B. Procedure of arbitration

C. Role of appellate arbitration

**VIII. Other Services Provided by Brokers**

A. Services provided by brokers

B. IPO applications

- Collection of IPO application forms
- ASBA facility

C. Mutual fund trading through stock exchange

D. Portfolio management services provided by brokers

E. Research reports

F. Depository services

G. Margin trading

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