



Department of Business Administration
Faculty of Management
Bhavnagar University, Bhavnagar

POST GRADUATE DIPLOMA IN MANAGEMENT OF FINANCIAL MARKETS (P.G.D.M.F.M.)

Information Brochure and Application Form Details

Introduction

Post graduate Diploma in Management of Financial Markets (P.G.D.M.F.M) is an advanced management programme, which caters to the rapidly growing financial market. It aims to enrich the aspirants to provide theoretical and practical inputs essential for learning financial market. It will be a value addition to those which are already in the field of financial service and looking for better career opportunity.

OBJECTIVES

This programme is designed to provide intensive inputs in the area of business management to the graduates of different disciplines. The programme contains the following objectives.

1. To provide the knowledge of principles of general management
2. To get a basic understanding of the products, players and functioning of financial markets, particularly the capital market.
3. To learn the types of derivative products and their application.
4. To learn about the trading of derivatives on the stock exchanges.
5. To understand the interest rate derivatives as a risk management tool
6. To provide specialized knowledge of different area of financial management

Number of seats

Total numbers of seats are in general category 25 and in sponsored 05. A total of 30 seats available in P.G.D.M.F.M Programme.

Reservation policy: Reservation will be as per the Govt. Rules.

Eligibility for Admission; Any graduate from any recognized Indian or foreign university. And Admission is done through entrance test. Sponsored candidates will be exempted from the written test and group discussion part of the admission test. They will have to appear for the personal interview in the admission test. Sponsored candidate shall submit there letter of sponsorship at the time of submission of application form

Programme Fees

The fees for the programme is Rs.20,000 and the fees for sponsored seats is Rs.25,000

Course Structure for P.G.D.M.F.M

Sr. No	Course
Semester one (1)	
01	Principle of management
02	Financial Market
03	Financial Services
04	Fundamental of Financial Management
Semester two	
01	Capital Market
02	Derivatives Market
03	Risk Management
04	Securities and Portfolio Management
Semester three	
1	Project Work : Dissertation- A student has to undertake and submit a detailed Research Project in their interested area and to appear for viva-Voce examination based on the dissertation.

Evaluation

The examination and evaluation for the Post Graduate Diploma in Management of Financial markets Programme will be done as per the rules and regulation of University.

Important instructions:

1. Attach relevant attested photocopies of the documents. Without attested photocopies of the documents, the application would stand cancelled.
2. Sponsored candidate must submit the sponsorship letter from their employer. Without sponsorship letter, the application would be considered in the general category.
3. The processing fees for entrance are Rs. 500/- payable in cash at the department while submitting the filled up application form.
4. While in written test, group discussion and personal interview, a candidate must keep his / her identity card without which he / she may be disqualified.
5. Do not bring any kind of instruments including mobile phones, calculators, watches or other instruments having calculating facilities or any communicating devices in the written test, group discussion or personal interview.
6. The written test would be of one hour duration and will test aptitude for the course. It may include questions like aptitude, English language and mathematics etc.. For reference, one can refer G. M. A. T. / G. R. E. test material.
7. Candidates are advised to reach at least 15 minutes prior to the written test, group discussion and personal interview. No candidates will be allowed after the beginning of the process.
8. For any indiscipline or misbehavior, the decision of the coordinator will be final.
9. For any queries please contact to office : office phone no. 0278(2524216, 2420301)
10. Complete brochure of programme will be given at the time of Admission

Important Date:

Starting of form selling (download):	14 th September 2011.
Last date for submitting filled up application form:	23 rd September 2011.
Written examination:	26 th September 2011. 12 : 00 p. m..
Group discussion and personal interview:	27 th September 2011. 12: 00 p. m.
Merit list on the notice board of the department:	28 th September 2011.
Date for depositing fees at the department:	29 th September2011
Commencement of classes:	30 th September 2011. 09: 30 a. m..



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Form No.

Application Form for PGDMFM (2011-2012)

1. Name : _____
2. Date of Birth : _____ Blood Group: _____
3. Cast Category : _____
4. Nationality : _____
5. Parent's Name : (Father) _____ (Mother) _____
6. Parent's Occupation : (Father) _____ (Mother) _____
7. Permanent Address : _____

8. Local Address : _____

9. Contact No. : Resi. _____ Mobile No. _____
10. Education Qualification :

Affix a Stamp size Photograph

Graduation	From	Year	%	Class	Main Subject

Work Experience:

Position	Institution Worked with	From	Till	Salary	Nature of Work

Declaration

I hereby apply for the admission to above mentioned course with my bio-data mentioned above. The information are correct to the best of my knowledge. I take responsibility and know that if any information is found incorrect my admission would be cancelled. I hereby abide myself by rules and regulation of the university framed time to time

Date: _____
Bhavnagar _____ Signature _____

For Office Use:

I have examined the application. The fees has been deposited vide receipt No. _____
Admission recommended

Course coordinator _____ Admission Granted _____

Co-Ordinator