



Padmabhushan Dr. B.V. Raju Foundation's
Padmasri Dr. B.V. Raju Institute of Computer Education

Vishnupur, BHIMAVARAM - 534 202. W.G.Dist., A.P, India.

Approved by All India Council for Technical Education, New Delhi., Affiliated to Andhra University
Tel : 91 8816 228461, Fax : 91 8816 227799, E-mail : bvrcollege@rediffmail.com Website : www.bvrice.in


20.02.2016

ORDER

As per the instruction of Dean, Academic Affairs, Adikavi Nannaya University, Rajahmundry, AP, the following faculty members are nominated in contributing the Design and Development of the certificate course "Banking & Insurance" for UG programs of Adikavi Nannaya University, Rajamahendravaram.

1	Sri. D Satyanarayana, Professor Department of Commerce, B.V.Raju College, Vishnupur, Bhimavaram	Convener & Member
2	Sri. N D Someswara Rao, Assoc. Prof. B.V.Raju College Vishnupur, Bhimavaram	Member




Principal

ADIKAVI NANNAYA UNIVERSITY:: RAJAHMUNDRY
ANDHRA PRADESH



The Office of the Dean
College Development Council

Ph. No: 7093008489
Fax: 0883-2484133
Email: deancdc@yahuoo.com

No. ANUR/CDC/WG/ Recognition of Ad - On Courses/2015-16/02

Dt. 26.02.2016.

To
The Principal,
Padmasri Dr. BV Raju Institute of Computer Education,
Bhimavaram, W.G. Dist.

Sir,

Sub: ANUR – CDC – Affiliated Colleges – Ad - On Course / Certificate Course on Banking & Insurance Course - Padmasri Dr. BV Raju Institute of Computer Education – Information required - Reg

Ref: 1. Lr. dated 14.12.2015, received from the Principal, Padmasri Dr. BV Raju Institute of Computer Education, Bhimavaram.

2. Orders of the Vice – Chancellor dated 25.02.2016.

I am by direction of the Vice – Chancellor inform you that the following information is required to submit to the University as detailed below.

- i. Copy of BOS approved syllabus.
- ii. The list of instruments / soft ware loaded computers to be used in the labs.
- iii. The Pattern of conducting and evaluation of theory and practical examinations as in autonomous college.
- iv. List of teaching staff and Non – Teaching Staff allotted for this course with their qualifications and experience.
- v. The intake strength of the course and duration of the course.
- vi. Classrooms provided and books provided in the library for the students of the college.
- vii. The format of the certificates for approved by the University.
- viii. It is desirable to have MoU with recruited Banking & Insurance Institutions for providing employment opportunities to the students who have completed this Ad – On Course.

It is further inform you that the University has fixed the Fee Structure for Ad – On Course Banking & Insurance to be run by the college.

a) Affiliation Fee	-	Rs.5000/-	(Per Batch of 30 Students)
b) Other Fee	-	Rs.200/-	(Per Student)
c) Inspection Fee	-	Rs.3000/-	(Per Year)

The Principal of this college is hereby directed to submit the above information to the University immediately, the University will take further necessary action in this regard.



Yours faithfully,

(Y. SRINIVASA RAO)
DEAN

Copy to the PA to Registrar, ANUR.
Copy to the PS to VC, ANUR
OOF.

Sundar – CDC-General -Letters

(viii) As the proposed course is an Ad-on course which supplements the regular degree course, job opportunities will be enhanced in the Banking, Insurance and General finance sector.

**ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH**



The Office of the Dean
College Development Council

Ph. No: 7093008489
Fax: 0883-2484133
Email:dean CDCanU@yahoo.com

No.ANUR/CDC/Certificate Course/Prov,Affli/2016-17/01

Dt: 30.06.2016.

To
The Secretary & Correspondent,
Dr. BV Raju Institute of Computer Education,
Bhimavaram.

Sir,

Sub: ANUR - CDC-Certificate Course –Affiliation – Banking & Insurance – Academic Year
2016-17 – Orders – Issued – Reg.

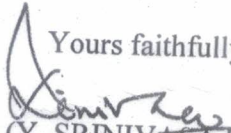
- Ref: 1. Lr.dt.28.03.2016, from the Principal, Dr. BV Raju Institute of Computer Education,
Bhimavaram.
2. Constitute of Inspection Committee No.ANUR/CDC/Cert.Course/Insp.Committee/2015-16,
dt.18.05.2016.
3. Orders of the Vice-Chancellor dt.29.06.2016.

With reference to the letter cited, I am by direction to inform you that the University has
granted conditional affiliation to the Certificate Course “Banking & Insurance” for the Academic
Year 2016-17.

Name of the Certificate Course	Course Duration	Intake	Medium
Banking & Insurance	3 Months	30	EM

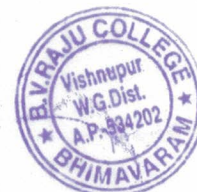
It is further inform to you that the rules and regulations prescribed by the University strictly be
followed time to time.

Yours faithfully,


(Y. SRINIVASA RAO)
DEAN

Copies to:

The Principal, Dr. BV Raju Institute of Computer Education, Bhimavaram.
The Dean, AA, ANUR.
The Addl. Controller of Examinations, ANUR.
PA to R (I/c)
PS to VC
OOF.



ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH



Office of the Dean
College Development Council

Ph. No: 0883-2566009
Email:deancdcanu@yahoo.com

No.ANUR/CDC/Certificate Course /2018-19/1

Dt: 18.09.2018

To
The Principal,
B.V.Raju College,
Vishnupur,
Bhimavaram – 534202 ,
W.G. District – 534202.

Sir,

Sub: ANUR – CDC- Affiliated Degree Colleges – B.V.Raju College, Bhimavaram, W.G. District - Certificate Course on **Banking & Insurance** – Affiliation for the academic year 2017-18 – orders – issued – Reg.

Ref: 1. Lr. No.Nil, dt.15.12.2017 from B.V.Raju College, Bhimavaram, W.G. District regarding request for grant of Provisional Affiliation to the certificate course.
2. Orders of the Vice-Chancellor dt. 29.06.2016.

With reference to the above, I am by direction of Vice – Chancellor to inform you that the University has granted Provisional affiliation to the certificate course “**Banking & Insurance**” for the academic year 2017-18.

S.No.	Name of the Certificate Course	Course Duration	Intake	Medium
1	Banking & Insurance	90 days (3 Months)	30	EM

The University has every right to impose penal action/cancel affiliation if any college violates the rules and regulations or if they do not fulfill the requirement as per rules.

Yours faithfully,

(P.SURESH VARAMA)
DEAN



Copy to:
The Principal of the above college,
The Dean, Academic Affairs, ANUR for information & necessary action.
The Controller of Examinations, ANUR for necessary approval of the certificate proforma.
The P.A. to Registrar, ANUR.
The Secretary to Vice-Chancellor, ANUR

ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH



Office of the Dean
College Development Council

Ph.No: 0883-2566009
Email:cdc_ugwest@aknu.edu.in

No.ANUR/CDC/Certificate Course /2019-20/66

Dt: 25.10.2019

To
The Principal,
B.V.Raju College,
Vishnupur,
Bhimavaram,
W.G. District – 534202.

Sir,

Sub: ANUR – CDC- Affiliated Degree Colleges – B.V.Raju College, Bhimavaram, W.G. District - Certificate Course on **Banking & Insurance** – Affiliation for the academic year 2018-19 – orders issued – Reg.

Ref: 1. Lr. No.Nil, dt.18.10.2019 from the Principal, B.V.Raju College, Bhimavaram, W.G. District regarding request for grant of Provisional Affiliation to the certificate course.


2. Orders of the Vice-Chancellor dt. 24.10.2019.

With reference to the above, I am by direction of Vice – Chancellor to inform you that the University has granted Provisional affiliation to the certificate course “**Banking & Insurance**” for the academic year 2018-19.

S.No.	Name of the Certificate Course	Course Duration	Intake	Medium
1	Banking & Insurance	90 days (3 Months)	30	EM

The University has every right to impose penal action/cancel affiliation if any college violates the rules and regulations or if they do not fulfill the requirement as per rules.



Yours faithfully,

(M.KAMALA KUMARI)
DEAN

Copy to:
The Principal of the above college,
The P.A. to Registrar, ANUR.
The Secretary to Vice-Chancellor, ANUR

BANKING AND INSURANCE

Paper – I : Principles And Practices Of Banking And Insurance

1. Indian Financial System
2. Functions Of Banks : Deposits ;Credit; Agriculture; SME'S; SHG'S; SSI And Tiny Sectors Financing
3. Banking Technology
4. Support Services : Marketing Of Banking Service Product
5. International Banking
6. Core Banking And It
7. Insurance Companies : LIC ; Practical Aspects Of LIC And Other Insurances Types
8. Issue Of Duplicate Policies; Nomination; Surrender Value
9. Policy Loans ; Claim Settlement
10. Non- Insurance : Types Of Products And Scope
11. Mutual Funds And Stock Markets

Paper – II : Accounting System In Banks

1. Accounting And Finance For Banks
2. Basics Of Business Mathematics
3. Accounting In Banks Or Branches
4. Bank Accounting And Balance Sheet
5. Computerized Accounting
6. Standards/ Sub- Standard Assets
7. Commercial Bills Of Exchange
8. Bond Investments / Valuation Norms
9. Current Scenario And Recent Trends In Bank Accounting
10. Credit Rating Agencies

Paper – III : Risk Management , Compliance And Regulation In Banks

1. Laws Governing Banking Operations :
 - Legal And Regulatory Aspects Of Banking
 - Regulations And Compliance
 - Legal Aspects Of Banking Operations
 - Banking Related Loans, Commercial Laws With Referance Banking Operations
2. Reserve Bank As Regulator : Monitory Policy
3. Kyc / Anti Money Laundering Provisions
4. Basel Records I, li And lii
5. Negotiable Instruments Act – Case Loans
6. Credit Risk Management
7. Operational Risk Management
8. Marketing Risk Management
9. Corporate Governance In Banks
10. Law Journal - Legal Decisions Affecting Bankers



Syllabus framed by
P.V.SASTRY , RETD. BANK OFFICER (TRAINEE FOR EMPLOYEES)



Padmabhushan Dr. B.V. Raju Foundation's
Padmasri Dr. B.V. Raju Institute of Computer Education

Vishnupur, BHIMAVARAM - 534 202, W.G. Dist., A.P. India.

Approved by All India Council for Technical Education, New Delhi., Affiliated to Andhra University
Tel : 91 8816 228481, Fax : 91 8816 227769, E-mail : bvrcollege@rediffmail.com Website : www.bvrice.in

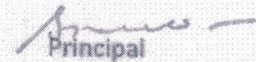
20.2.2016

ORDER

As per the instruction of Dean, Academic Affairs, Adikavi Nannaya University, Rajahmundry, AP, the following faculty members are nominated in contributing the Design and Development of the certificate course "Bakery and Confectionery" for UG programs of Adikavi Nannaya University, Rajamahendravaram.

1	Dr.D.Ravi Sankar, Professor, Department of Bio-Chemistry, B.V.Raju College, Vishnupur, Bhimavaram	Convener & Member
2	Mr. MEAVV Rambabu, Assoc, Prof, Department of Bio-Chemistry, B.V.Raju College Vishnupur, Bhimavaram	Member




Principal



ADIKAVI NANNAYA UNIVERSITY

COLLEGE DEVELOPMENT COUNCIL

RAJAHMUNDRY – 533105

From
The Office of the Dean

Phone No: 0883-2472614

Fax: 0883-2472614

Email:deanCDCanu@yahoo.com

No. CDC/Certificate Courses/Prov.Affln/2013-14

Dt.21.04.2014

To
The Secretary & Correspondent,
Padmasri Dr. B.V.Raju Institute of Computer Education,
Bhimavaram, W.G. Dt.

Sir,

Sub: Affiliated Degree Colleges – **Certificate Courses** – Grant of conditional Affiliation for the academic year 2014-15 – Orders – Issued – Reg.

Ref: 1. A letter dt.14.12.2013 & 03.04.2014 from the principal, Padmasri Dr. B.V.R.I.C.E. Bhimavaram, with enclosure of proposal.

2. This office letter No.AKNU/CDC/ Insp. Committee/2013-14, dt. 11.02.2014.

3. Inspection Report submitted by Prof. K. Raghu Babu, Registrar, AKNU and Dr. P.C. Vengaiah, Scientist, Dr. Y.S.R. H.U.

4. Orders of the Vice-Chancellor dt. 04.04.2014.

With reference to the correspondence cited, I am by direction to inform you that the University is pleased to accord the conditional affiliation for starting Bakery and Confectionery Certificate Course for the academic year 2014-15 as per the conditions and procedure as referred below:

Name of the Certificate Course	Course Duration	Intake	Medium
Bakery and Confectionery	3 Months	30	EM

1. The Management has to renew the conditional affiliation for each academic year until the acquisition of permanent affiliation from the University.
2. The Management shall provide adequate building accommodation for the existing as well as the New Courses offered.
3. The qualified staff shall be appointed as per the rules and regulations issued from time to time by the University/Government
4. The Management shall follow the rules issued by the Government from time to time with regard to the reservations in respect of admissions of students and appointment of staff.
5. Sharing of accommodation with the existing / Institutions is not admissible.
6. The Management should establish a website for the college and keep all the necessary information in the website.
7. The college should submit the course curriculum, regulations and syllabus approved by concerned BOS to the University.

The University has every right to impose penal action/cancel affiliation if any college violates the rules and regulations or if they do not fulfill the conditions.



Yours faithfully,

(P.SURESH VARMA)
DEAN (CDC)

Copies to:

1. Copy to the Principal of the above Degree College.
2. The Secretary to Vice-Chancellor, AKNU
3. The P.A. to Registrar, AKNU

**ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH**



Office of the Dean
College Development Council

No.ANUR/CDC/Certificate Course /2018-19/2

Ph. No: 0883-2566009
Email:deancdcnu@yahoo.com

Dt: 18.09.2018

To
The Principal,
B.V.Raju College,
Vishnupur,
Bhimavaram- 534202 ,
W.G. District.

Sir,

Sub: ANUR – CDC- Affiliated Degree Colleges – B.V.Raju College, Bhimavaram, W.G. District - Certificate Course on **Bakery & Confectionary** – Affiliation for the academic year 2017-18 – orders – issued – Reg.

Ref: 1. Lr. No.Nil, dt.05.04.2018 from B.V.Raju College, Bhimavaram, W.G. District regarding request for grant of Provisional Affiliation to the certificate course.
2. Orders of the Vice-Chancellor dt. 04.04.2014.

With reference to the above, I am by direction of Vice – Chancellor to inform you that the University has granted Provisional affiliation to the certificate course “**Bakery & Confectionary**” for the academic year 2017-18.

S.No.	Name of the Certificate Course	Course Duration	Intake	Medium
1	Bakery & Confectionary	90 days (3 Months)	30	EM

The University has every right to impose penal action/cancel affiliation if any college violates the rules and regulations or if they do not fulfill the requirement as per rules.



Yours faithfully,

(P.SURESH VARAMA)
DEAN

Copy to:

The Principal of the above college,
The Dean, Academic Affairs, ANUR for information & necessary action.
The Controller of Examinations, ANUR for necessary approval of the certificate proforma.
The P.A. to Registrar, ANUR.
The Secretary to Vice-Chancellor, ANUR.

ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH



Office of the Dean
College Development Council

Ph.No: 0883-2566009
Email:cdc_ugwest@aknu.edu.in

No.ANUR/CDC/Certificate Course /2019-20/67

Dt: 25.10.2019

To
The Principal,
B.V.Raju College,
Vishnupur,
Bhimavaram,
W.G. District- 534202.

Sir,

Sub: ANUR – CDC- Affiliated Degree Colleges – B.V.Raju College, Bhimavaram, W.G. District - Certificate Course on **Bakery & Confectionary** – Affiliation for the academic year 2018-19 – orders – issued – Reg.

Ref: 1. Lr. No.Nil, dt.18.10.2019 from the Principal, B.V.Raju College, Bhimavaram, W.G. District regarding request for grant of Provisional Affiliation to the certificate course.

2. Orders of the Vice-Chancellor dt. 24.10.2019.

With reference to the above, I am by direction of Vice – Chancellor to inform you that the University has granted Provisional affiliation to the certificate course “**Bakery & Confectionary**” for the academic year 2018-19.

S.No.	Name of the Certificate Course	Course Duration	Intake	Medium
1	Bakery & Confectionary	90 days (3 Months)	30	EM

The University has every right to impose penal action/cancel affiliation if any college violates the rules and regulations or if they do not fulfill the requirement as per rules.

Yours faithfully,



(M.KAMALA KUMARI)
DEAN

Copy to:
The Principal of the above college,
The P.A. to Registrar, ANUR.
The Secretary to Vice-Chancellor, ANUR.

SYLLABUS

Paper – I - Bakery (Theory)

- 1) Introduction & scope of Bakery & Confectionery, Bakery terms. Organization chart of Bakery.
- 2) Structure of wheat grain.
- 3) Milling of wheat and role of bran and germ.
- 4) Flours:

Different types of flours available, constituents of flours, PH Value of flour, water absorption power of flour, gluten, diastatic capacity of flour, grade of flour.
- 5) Raw material required for bread making :
 - Role of flour, water, yeast, salt.
 - Sugar, milk and fats.
- 6) Methods of bread making:
 - Straight dough method.
 - Delayed salt method.
 - No time dough method.
 - Sponge and dough method.
- 7) Characteristics of good bread
 - External characteristics - volume, symmetry of shape.
 - Internal characteristics - colour, texture, aroma, clarity and elasticity.
- 8) Bread faults and their remedies.
- 9) Yeast - An elementary knowledge of Baker's yeast, the part it plays in the fermentation of dough and conditions influencing its working. Effect of over and under fermentation and under proofing of dough and other fermented goods.
- 10) Bread diseases - Rope and mold-causes and prevention.
- 11) Bread improvers-improving physical quality.
- 12) Oven & Baking: Knowledge and working of various types of oven. Baking temperatures for bread, confectionery goods.
- 13) Bakery layout - The required approvals for setting up of a Bakery – Government procedure and Bye-laws.
 - Selection of site.
 - Selection of equipment.
 - Layout design.
 - Electricity.
- 14) Quality control of raw material / finished products.



Paper – I (Bakery) Practicals

Bread rolls; Bread sticks & soft rolls; Buns; Hot Cross Buns; Fruit Buns; Danish; Pastry; Croissants; Brioche; Fermented dough nuts; Chelsea buns; Russian stolen Basic bun dough. Savarin dough, Bread/Brown Bread, Vienna bread; Fancy bread; French bread; whole meal bread; Masala bread; Milk bread; Raisins breads; Current loaf; Fruit bread; Pizza base.

Paper – II Confectionery (Theory)

- Cake making ingredients - Flour, Sugar, Shortening and egg.
- Moistening agents.
- Fats and oil.
- Leavening agents.
- Cake making methods - sugar butter process, flour butter process, genoise method and blending and rubbing method.
- Correct temperature for baking different varieties of cakes.
- Pastry making, principles and various derivatives.
- Characteristics of cakes: External; Internal
- Balancing of cake formula.
- Cake faults and their remedies.
- Types of icing .
- Preparation of cookies and biscuits. Factors affecting the quality of biscuits/cookies.
- Storage of confectionery product.
- Various types ice creams and bombs.

Paper – II (Confectionary) Practicals

Cakes by different methods (e.g., sponge cake; Madeira cake; Genoise; fatless sponge; rock cake; fruit cake)

Biscuits & Cookies: Plain biscuits; piping biscuits; cherry knobs; *langue-de-chats*; (cats tongue) salted biscuits; nut biscuits; coconut biscuits; melting moment; macaroons; tricolour; chocolate biscuits; marble biscuits; nan-khatai; short bread biscuits. Ginger biscuits; cheese biscuits; cream fingers.

Flaky/Puff pastry-khara biscuits; veg patties; chicken patties; mutton patties; cheese straws; patty cases; thousand layer cake; jalousie; apple flane; cream horns.

Choux pastry: Chocolate ec1aire; profit roll suchard; cream buns.

Short crust pastry : Lemon curd tart; jam tart.

Icing : Fondant; American frosting; Butter cream icing; Royal icing; gum paste; marzipan; marslunellow; lemon maringue; fudge; almond paste; glace icing.

Toffees : Milk toffee; chocolate; stick jaws; liquor chocolate.

Ice Cream: Vanilla, Strawberry, Chocolate, Pineapple, Mango.

Pastry : Pineapple pastry, chocolate pastry.

Cakes & Gauteaux: Queen cakes; fruit cake; .birthday cake; easter eggs; chocolate dippings; wedding cakes; cheese cakes; black forest; gateaus; gateau religious; apple strudel; bakery.



Dough nuts; fruit gateaus; baba-au-rhum, savarin chantilly; savarin; meringue; chantilly; Swiss rolls and Madeline cake.

pudding: Bavaois; ginger pudding; cold lemon soufle; chocolate mousse; charlottes royal; charlotte russe; charlotte arlequine; bavaois rubane; souffle praline; fruit triffle.

Indian Sweets:

Chenna	-	Rasgulla, Chamcham, Pakiza, Chenna Toast, Rasmalai
Khoya	-	Gulab Jamun, Barfi
Sugar	-	Mysore Pak, Ghewar
Flour/Besan	-	Patisa (Sonpapadi), Shakarpure, Halwa, Laddu, Peda
Milk	-	Kheer, Rabri
Nuts	-	Barfi, Chekki.

Paper III Commodities Costing & Accounts

Section- i : Accounts and Costing :

- Book Keeping, double entry, journal entry, simple cashbook and types of accounts.
- Purchase book, Purchase return book, Stores requisition
- Sales book, Sales return book, Cash voucher/Credit voucher book
- Percentage and discounts
- Preparation of invoices and debit/credit memos.
- Introduction to ingredient costs, labour costs, overheads, gross profit, net profit, calculation of cost price, sales price and catalogue price.

Section – ii : Commodities)

- Sugar
- Cocoa, chocolate
- Milk
- Butter
- Cream
- Cheese
- Food colours
- Flavours & essences
- Dry fruits and nuts used in confectionery
- Fresh and preserved fruits products



Paper – IV Hygiene & Sanitation

- Unit-1 : Role of Hygiene in Bakery / Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.
- Unit-2 : Dishwashing methods - manual and machine dish washing - merits and Demerits / Garbage disposal - different methods -advantage and disadvantages.
- Unit-3 : Food Poisoning - Causative factors and the precautions to be taken by food handlers.
- Unit-4 : Food Storage - Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-5 : Pest Control. - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches, care of premises and equipment.
- Unit-6 : Health laws / Golden rules of first aid and treatment for cuts, wounds, burns.