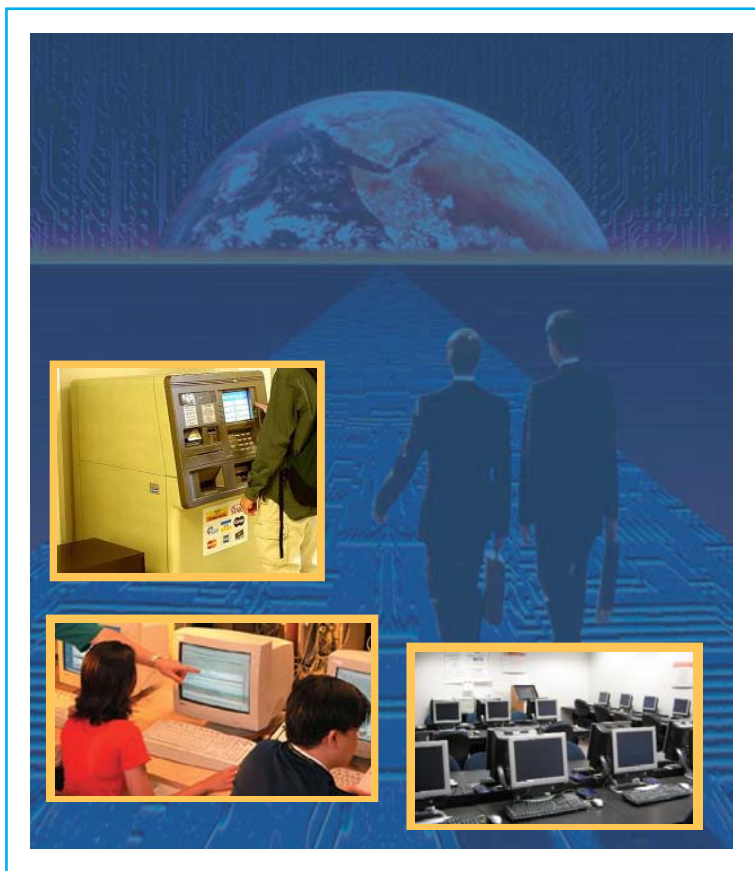


# **DIPLOMA IN BANKING TECHNOLOGY (DBT)**

**Rules and Syllabus – 2008**



**INDIAN INSTITUTE OF BANKING & FINANCE**

An ISO 9001-2000 CERTIFIED COMPANY

World Trade Centre, Cuffe Parade,  
Mumbai - 400 005.

Web-site : [www.iibf.org.in](http://www.iibf.org.in)

## **Members of the Governing Council :**

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23. Shri Yogesh Agarwal, Chairman & Managing Director, IDBI Ltd.
24. Dr. K.Ramakrishnan, Chairman & Managing Director, Andhra Bank

**As on 1/1/2008**

# **ABOUT THE INSTITUTE**

## **GENESIS**

Indian Institute of Banking & Finance, a body of banks and financial institutions and professionals in banking and finance industry in India, was established on 30th April, 1928, at the initiative of few eminent bankers, businessmen and industrialists of India.

## **MISSION**

The mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy / counseling and continuing professional development programmes.

## **OBJECTIVES**

The objectives for which the Institute was established are :

- ★ To facilitate study of theory and practice of banking and finance
- ★ To test and certify attainment of competence in the profession of banking and finance
- ★ To collect, analyze and provide information needed by professionals in banking and finance
- ★ To promote continuous professional development
- ★ To promote and undertake research relating to operations, products, instruments, processes etc. in banking and finance and to encourage innovation and creativity among finance professionals so that they could face competition and succeed.

## **VISION**

“To be premier Institute for developing and nurturing competent professionals in banking and financial field”.

## **ACTIVITIES**

- ★ Design, develop and conduct examinations to test the proficiency of bank / financial sector employees in various areas of operations of banks / financial institutions and finance related subjects.
- ★ Award certificates / diplomas to successful candidates.
- ★ Provide necessary educational support services such as tutorial classes, contact programmes and study material.
- ★ Dissemination of knowledge on banking and financial services through publication of quarterly journal “Bank Quest”, a monthly newsletter “IIB VISION” and e-newsletter called ‘fin@quest’ and by organizing lectures / seminars, workshops as a part of continuing professional development programmes.
- ★ Conduct of seminars on topical matters across the country for the benefit of members.

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The details of the Diploma in Banking Technology (DBT) are as under :

### **1.1 OBJECTIVES**

With the thrust on market orientation, globalization, financial and banking sector reforms and competition in the financial sector, banking/finance professionals face the challenge of continuously innovating and improving their products and services. Currently banks provide more or less similar products and services. In the face of competition, retaining market has become all the more difficult. Banks can improve upon their business only if bank employees specialize in one or more products and services and carve out a niche for themselves. Further, the need for continuous improvement in the service provided calls for excellence in the performance and specialization. The Institute has, therefore, introduced various diplomas to help the employees of banks/financial institutions to acquire the required specialisation and competence.

Information Technology has impacted banking operations and business substantially. Facilities such as internet banking, ATMs, mobile banking etc. are being used for serving the customers. As banks adopt technology to meet challenges of customer service, the bank staff has to be technically competent. The DBT course will equip the bankers to face the challenges arising in advanced banking technology.

### **1.2 SYLLABUS**

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the Examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subjects of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified from time to time.

### **1.3 SUBJECTS**

- (i) Information Technology, Data Communications and Electronic Banking
- (ii) Design, Development and Implementation of Information Systems
- (iii) Security in Electronic Banking

(In addition to the above three papers, the candidates would be required to submit a Project Report on subjects relating to banking technology. The details are given after the syllabus.)

## 1.4 PATTERN OF EXAMINATION

Question Paper will contain descriptive type questions to test:

- (i) Conceptual grasp
- (ii) Problem solving and decision making ability
- (iii) Analytical/ logical development/ application of theoretical foundations.

The examination will be conducted in **offline mode** only.

## 1.5 DURATION OF EXAMINATION

Examination will be of three hours duration.

## 1.6 PERIODICITY AND EXAMINATION CENTRES

- (i) The examination will be conducted normally twice a year in June and December on sundays.
- (ii) A list of examination centers will be provided along with the Examination Application Form.
- (iii) Candidates will have to appear at the centre which they choose while applying for the examination first time and for the subsequent examinations also. The venue for the examination will be advised while issuing the examination admit card.
- (iv) Request for change in centre due to transfer or any other valid reason should reach the Institute 45 days before the commencement of the examination. Any request received thereafter will not be entertained.
- (v) No change of centre request will be accepted for personal reasons. In case of employed candidates all the requests for change of centre due to transfer, training and deputation etc. should be accompanied by employer's authentication.

**The Institute reserves a right to close any of the existing centre/s on account of inadequate number of candidates appearing from that centre or any other reason which it may deem fit. In such case, candidates will be advised to appear at the examination from the nearest available centre.**

## 1.7 ELIGIBILITY

- (i) Members of the Institute  
OR
- (ii) Person intending to develop a career in a banking technology, though they may not be members of the Institute.

## 1.8 TIME LIMIT FOR PASSING THE EXAMINATION

- (i) Candidates will be required to pass the examination within a time limit of 2 years (i.e. 4 consecutive attempts). Initially a candidate will have to pay examination fee for a block of one year i.e. for two attempts. In case a candidate is not able to pass the examination within a time limit of one year, he can appear for a further period of one year i.e. two attempts on payment of requisite fee.

- (ii) Candidates not able to pass examination within stipulated time period of two years are required to re-enroll themselves afresh by submitting a fresh Examination Application Form. Such candidates will not be granted credit/s for subject/s passed, if any, earlier.
- (iii) Attempts will be counted from the date of application irrespective of whether a candidate appears at any examination or otherwise.

### 1.9 EXAMINATION FEES / REGISTRATION FEES

	For Members	For Non members @
First two attempts	Rs.4000/-	Rs.5000/-
Subsequent each attempt	Rs.2000/-	Rs.2000/-

@ Also Rs 500/- towards registration fee is payable by non members

### 1.10 MEDIUM OF EXAMINATION

Examination will be conducted in **English** only.

### 1.11 PROCEDURE FOR APPLYING FOR EXAMINATION

Examination Application Forms will be available at the Institute's website [www.iibf.org.in](http://www.iibf.org.in) in which could be downloaded and filled in. The application forms will also be available at the Institute's zonal offices, Corporate Office and also at such other centres / offices as may be notified from time to time. Examination Application Forms duly filled in (for the detailed instructions refer the Examination Application Form) along with requisite examination fee should be submitted to the respective zonal office at Mumbai, Chennai, New Delhi, Kolkata. The Institute accepts no responsibility for delay or inconvenience arising from the candidate's failure to reach the Examination Application Form in time or if the form is incomplete or failure to furnish all the essential information about himself / herself and the details of his / her examination.

### 1.12 ADMIT CARD

- (i) The Institute will issue Examination Identity Card (to non-members)/ Membership Identity Card (to members).
- (ii) The Admit card/ letter will be valid for the period as mentioned on the Admit card/ letter.
- (iii) Both Examination Admit Card/ letter and the Membership/ Photo Identity Card should be produced to the Examination Authority each time at the examination venue for identification.
- (iv) In the absence of the Admit Card and/or Membership/ Photo Identity Card, the candidate will be denied permission in the examination venue.

### 1.13 CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL

- (i) Candidates should be present at the examination venue at least 15 minutes before the commencement of the examination. No candidate shall be permitted

to enter the examination hall after the expiry of 15 minutes from the commencement of the examination and no candidate shall be permitted to leave the hall before the expiry of one hour from the commencement of the examination.

- (ii) Candidates should ensure that they sign the Attendance Sheet.
- (iii) Candidates should not possess and / or use books, notes, periodicals etc. in the examination hall at the time of the examination /or use mathematical tables, slide rules, stencils etc. during the examination. Such items, if any, should be handed over to the Hall Superintendent before the commencement of the examination. **Mobile phones are strictly prohibited in the examination hall.** A candidate found in possession of such unauthorised material during the examination is liable to be penalised for adoption of unfair means in the examination in addition to reporting the matter to his/her employers for disciplinary proceedings for the misconduct.
- (iv) Candidates will be permitted to use calculators while appearing for the Examination subject to the following:

Calculators should :

- a) be of pocket size and fully portable
- b) be silent while in operation
- c) be battery operated
- d) not be capable of being programmed by the insertion of tapes or otherwise
- e) not have print out facilities
- f) be of the type upto 6 functions and 12 digits
- g) not be capable of retaining / storing data in memory when the same is switched off

Calculators which do not comply with the above conditions and found in possession of candidate during the examination will be confiscated by Examination Supervisors and returned to the candidate at the end of the examination. In case a candidate is found using the calculator not complying with the above conditions in the course of the examination, it will amount to adoption of unfair practice at the examination by the candidate concerned and the Institute shall take such action against the candidate as may be deemed appropriate.

- (v) Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- (vi) Copying answers from answer books of other candidates or permitting others to copy from one's answer book will attract the rules relating to unfair practices in the examination.



- (vii) No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- (viii) No candidate shall misbehave/argue with the examination conducting authorities at the centre.

If any candidate violates any of the above rules, it will be considered to be an act of misconduct and he / she will be liable for punishment mentioned below.

### 1.14 PENALTIES FOR MISCONDUCT / UNFAIR PRACTICES

The Institute shall have the right to impose penalties on any candidate for committing an act of misconduct / unfair practice in respect of any matter affecting the Institute or in respect of any examination conducted by the Institute or disqualifying any candidate who, they have reason to believe has received or given unfair assistance at the examination and

- (i) to cancel the result of such candidate in all or any of the subjects of the examination at which he / she may have appeared;
- (ii) to exclude him / her from future examinations either permanently or for a specified number of examinations;
- (iii) to report his / her name to his / her employer and
- (iv) to take such other action against him / her as the Institute shall in their sole discretion deem fit and the decision of the Institute shall be final and binding on the candidate concerned.

The Institute shall also have right to cancel results of any subsequent examination at which the candidate may have appeared if such examination falls within the exclusion period in the penalty, as by reason of imposition of such a penalty of exclusion from the future examination, the candidate would not have been eligible to appear at such subsequent examinations.

In the event of any dispute between the Institute and the candidate, only competent courts in Chennai, Kolkata, New-Delhi and Mumbai alone have the jurisdiction to entertain the dispute.

### 1.15 PASSING CRITERIA

- (i) Pass : Minimum marks for pass in every subject – 50 out of 100 marks.
- (ii) **Candidate securing atleast 45 marks in each subject with an aggregate of 50% marks in all subjects of examination in a single attempt will also be declared as Pass.**
- (iii) First Class : 60% or more marks in aggregate and pass in all the subjects in the first attempt.
- (iv) First Class with Distinction : 75% or more marks in any individual subject and 60% or more marks in the aggregate and pass in all subjects in the first attempt.

- (v) Candidates will be allowed to retain credits for the subject they have passed in one attempt till the expiry of the time limit for passing the examination as mentioned in 1.8 above.

### 1.16 DECLARATION OF RESULTS

The final results of the examination along with the marks secured for each subject will be normally communicated to candidates appeared within two months after the examination.

### 1.17 FACILITY FOR VERIFICATION OF MARKS

The decision of the examiners with regard to marks shall in every case, be final and no request for re-valuation of the candidate's paper will be entertained. If, however, any candidate requires his/ her marks to be verified, he/she may request the Institute accordingly. Such verification will cover the following:

- i) all answers have been valued
- ii) the marks awarded for all the answers have been carried forward correctly to the cover-page for totalling
- iii) the total arrived at is arithmetically correct

The request for verification of marks must be received in the Institute's respective Zonal office within one month from the date of the declaration of the examination results. The candidate will have to pay a sum of Rs.150/- for verification of marks for each subject of the examination. The payment should be made by means of Demand Draft drawn in favour of "INDIAN INSTITUTE OF BANKING & FINANCE" and made payable at the place of the Institute's Zonal Office. The candidates should write their membership number / Registration number, name and subject name/s on the reverse of the draft.

### 1.18 ISSUE OF CERTIFICATES

Candidates who pass the Examination and successfully complete the project work will receive a certificate.

## 2. EDUCATIONAL SUPPORT

### 2.1 BANK QUEST

The Institute publishes a quarterly journal **Bank Quest**, covering various aspects of banking and allied subjects. This is a priced publication and the annual subscription for the same is Rs.140/- (for four issues) for the present.

### 2.2 IIB VISION

The Institute also publishes a monthly newsletter titled as "IIB VISION" covering news on latest developments in banking and finance. This is sent to all regular members free of cost.

Subscription rate for Non-Members

1 Year (12 issues)	Rs. 40.00
2 Years (24 issues)	Rs. 80.00

### 2.3 e-newsletter : FIN@QUEST

The Institute publishes a daily e-newsletter through its portal, covering various aspects of banking and finance and its subscription rate is Rs. 500/- per annum. This newsletter will be supplied to the email address of the subscriber on daily basis.

### 2.4 STUDY MATERIAL / COURSEWARE

The Institute has published study books to facilitate study and will be available at outlets/ showrooms/ distributors of M/s Macmillan India Ltd.

The price of each book and details list of outlets is mentioned in 3.1 and 3.2 below.

Candidates may purchase directly from outlets/ showrooms/ distributors of the above.

Candidates who purchase books directly from outlets of publishers will be offered a discount of 20% on the cost price of the book. Candidates desirous of purchasing books by post will not be offered any discount. However the postage will be borne by publishers. Candidates would be required to send their indent to publishers' outlet along with a Demand Draft for the cost of books. The Demand Draft should be drawn in favor of M/s Macmillan India Ltd. **(No cheques will be accepted).** **Candidates are requested not to send any request for the purchase of books to the Institute's Zonal Offices / Corporate Office.**

## 3. OTHER INFORMATION

### 3.1 PRICE LIST OF THE STUDY MATERIAL FOR THE EXAMINATION

Name of Book	Price (Rs.)
Information Technology, Data Communications & Electronic Banking, 2nd edn., 2007	495/-
Design, Development & Implementation of Information System, 2nd edn., 2007	410/-
Security in Electronic Banking, 2nd edn., 2007	280/-

### 3.2 ADDRESSES OF MACMILLAN INDIA LTD.

#### BRANCHES & SHOWROOMS

<b>Chandigarh</b> First Floor, SCO Number, 449-450, Sector 35C, Chandigarh - 160022 Phone: (0172) 2611651/ 5088291 Email: milchd@macmillan.co.in	<b>Lucknow</b> 17/1 Mudra Building, Madan Mohan Malviya Marg, Lucknow - 226001 Phone: (0522) 2209780/ 2208810 Email: milluc@macmillan.co.in
<b>New Delhi</b> 2/19 Ansari Road, Daryaganj, New Delhi - 110002 Phone: (011) 23273624/ 23273814/ 23289442/ 23289443 Email: milcut@macmillan.co.in	<b>Cuttack</b> Maitree Vihar, Link Road, Cuttack - 753012 Phone: (0671) 2311979/ 2331979 23263969 Email: mildel@macmillan.co.in

**Diploma in Banking Technology (DBT)**

<b>Guwahati</b> S C Goswami Road, Pan Bazar, Guwahati - 781001 Phone: (0361) 2516564/ 2633529 Email: milguw@macmillan.co.in	<b>Kolkata</b> Unit No 302, L&T Chambers (3rd Floor), 16 Camac Street, Kolkata - 700017 Phone: (033) 22834480-85 Email: milcal@macmillan.co.in
<b>Patna</b> Sinha Library Road, Patna - 800001 Phone: (0612) 2232550 / 22242348 Email: milpat@macmillan.co.in	<b>Bangalore</b> 12-12/A Shrungar Shopping Centre, M G Road, Bangalore - 560001, Phone: (080) 25583777, Email: milbgl@macmillan.co.in
<b>Chennai</b> 240 Lloyds Road Chennai 600086 Phone: (044) 28353372 / 28353174 Email: milllo@macmillan.co.in	<b>Coimbatore</b> 136 Sarojini Street, Ram Nagar, Coimbatore - 641009 Phone: (0422) 2230940/ 2237805 Email: milcbe@macmillan.co.in
<b>Hubli</b> Suvidha Annexe, F-17 Block A, 389 Keshawapur, Hubli - 580023 Phone: (0836) 2361944 Email: milhub@macmillan.co.in	<b>Hyderabad</b> 104-105 Shakti Sai Complex, 1st Floor, Chapel Road, Abids, Hyderabad - 500001 Phone: (040) 23212867/ 66633233 Email: milhyd@macmillan.co.in
<b>Madurai</b> 6-A Sarojini Street, Chinna Chokkikulam, Madurai - 625002 Phone: (0452) 2530207/ 2527731 Email: milmdu@macmillan.co.in	<b>Thiruvananthapuram</b> Narayana Towers, Vazhuthacaud, Thiruvananthapuram - 695014 Phone: (0471) 2328314 Email: miltvm@macmillan.co.in
<b>Visakhapatnam</b> 30-15-138 II Floor, Binayaka Complex, Dabagardens, Visakhapatnam - 530020 Phone: (0891) 2745384 Email: milviz@macmillan.co.in	<b>Bhopal</b> 76 Malviya Nagar, TT Nagar, Bhopal - 462003 Phone: (0755) 2553895 Email: milbho@macmillan.co.in
<b>Jaipur</b> B-48 Sankar Marg, Opp. Imliwala Phatak, Lal Kothi Scheme, Jaipur - 302015 Phone: (0141) 2741308 Email: miljai@macmillan.co.in	<b>Mumbai</b> 207 Town Centre, Next to Mittal Estate Andheri Kurla Road Andheri East, Mumbai 400059 Phone : (022) 2852 6228 -31 Email : macray@bom3.vsnl.net.in

<b>Mumbai</b> Mercantile House, Magazine Street, Reay Road (East), Extension Area, Mumbai - 400010 Phone: (022) 23724401/ 23726017/ 23741423 Email: macray@bom3.vsnl.net.in	<b>Nagpur</b> House No. 158, 1st Floor, Near Kasturba Library, Sadar Nagpur - 440001 Phone: (0712) 2531241 Email: milnag@macmillan.co.in
<b>Pune</b> 8 Shreenad Apartments, 2030 Sadashiv Peth, Tilak Road, Pune - 411030 (020) 24329872/3 Email: milpun@macmillan.co.in	

## 4. SYLLABUS FOR EXAMINATION

### DIPLOMA IN BANKING TECHNOLOGY

This Diploma will consist of three papers and a project work

**Paper I** : Information Technology, Data Communications and Electronic Banking

**Paper II** : Design, Development and Implementation of Information Systems

**Paper III** : Security in Electronic Banking

#### PAPER I

#### INFORMATION TECHNOLOGY, DATA COMMUNICATIONS AND ELECTRONIC BANKING

##### SECTION A : Information Technology

1. Computer technology
2. Computer Peripherals (including Touch Screen)
3. Software Technology - Operating System: Latest O/S like LINUX, Windows XP  
Data base Systems: RDBMS like Oracle, SQL
4. Computerization in Banks

##### SECTION B :

5. Data Communication and Communication products
6. Computer Networks - including Integrated Service Digital Network, Remote Access Server
7. Network Components
8. WAN Communication Environment - including Information Super Highway

##### SECTION C :

9. Information System Planning
10. Information System Analysis and Design
11. Information System selection and Procurement
12. Information System Implementation and Management

##### SECTION D :

13. Technology Policy Guidelines in India Technology Upgradation in Banking Sector, Dr.A.Vasudevan 1999.  
Report on Internet Banking, S.R. Mittal, 1999.

IT Act 2000

Cyber Law 2000

Report of the Advisory Group of Payment and Settlement  
System - Part I & II, M.G. Bhide, Sep,27,2000.

Report on Working group on Electronic Money - Zarir J Cama - July 2002

Committee on Payment Systems - Dr. R.H. Patil - Oct 2002

Report of the Committee on Computer Audit - A.L. Narasimhan - Dec 2002

Working Group on Cheque Truncation and E-cheque - Dr.Barma - July2003

RTGS Regulations 2004

14. Current Trends in IT in Banks

Global Networks:

ARPANET

NFSNET

INTERNET

USENET NEWS

RTGS, SFMS, SEFT, PDO/NDS/SSS/CFMS

15. Plastic Wallet Technology

16. E-commerce

17. Public Key Infrastructure

**PAPER II**

**DESIGN, DEVELOPMENT AND IMPLEMENTATION OF INFORMATION  
SYSTEMS**

**SECTION A :**

1. MIS and its Structure
2. MIS for Operating Management & Strategic Control
3. Decision Support System & GDSS
4. Information Resource Management & Call Centre
5. Front End Tool – ( D2K, SQL \* PLUS, PL/SQL)

**SECTION B :**

6. Data Modeling Concepts
7. RDBMS – Oracle/SQL
8. Database Concurrency Recovery & Security Concepts
9. Determination of Data Requirements for Database
10. Operating System – LINUX

**SECTION C :**

11. Intranet
12. Data Marts, Data Warehousing, Data Mining
13. IP Addressing
14. OLAP

**SECTION D :**

15. Information Resource Management
16. Business Processes Re-engineering
17. Technology led Products and Delivery Channels
18. Centralized Banking Solutions/ Core Banking
19. RTGS, SFMS

**PAPER III**

**SECURITY IN ELECTRONIC BANKING**

**SECTION A :**

1. Computer System Security Concerns
2. Physical Security Environment
3. Hardware Security Environment
4. Logical Security Environment
5. Network Security Environment



**SECTION B :**

6. Disaster Recovery and Business Continuity
7. Fault Tolerant Systems
8. Network Trouble Shooting

**SECTION C :**

9. Overview of Computer Viruses
10. Detection and Prevention of Computer Viruses
11. Anti Virus Policies

**SECTION D :**

12. Information System Security Policy
13. System Audit Frame Work
14. System Audit Administration and System Controls
15. Computer Crime
16. Computer Crime Management

## PROJECT WORK

### Operational Modalities of Project Work

The project work is intended to test candidate's virtuosity in Information Technology and judge his ability to independently take charge of project / system development.

The subject of the project is to be chosen by the candidate on consultation with the project guide which should be approved by the IIBF-Project Evaluation Committee.

The project is to be completed within a period of six months from the date of commencement. An illustrative list of subject areas is given below.

- Comparing, analysing, standardization of any of the already implemented software and augmenting / debugging
- Analyse off the shelf software package and parameterising to suit the bank's requirements for implementation
- Writing / developing a package by using one of the existing RDBMS packages.
  - a) Executive Information systems
  - b) Office Automation Systems
  - c) Bank Systems Automation like Fixed Assets, Pension Payments
  - d) Security Check Systems
  - e) Auditing Systems
  - f) Accounting Packages
  - g) Database creating / Data Mining
  - h) MIS Designing
  - i) Any other area relating to Banking
- Planning and designing a system for full computerisation of a branch / networking of branches with appropriate system re-engineering
- Planning and designing an ATM system / Credit Card System / Telebanking
- Planning and designing Intranet for the Bank.

This is only illustrative list of areas for the said work and not exhaustive.

### Mode of Operation:

IIBF prescribes following qualification for the experts to act as project guides as under:

**From Educational Institutions:**

At the rank of Sr. Lecturer and above with a minimum of 5 years experience in IT area.

OR

**From Banking Sector:**

Must be a scale III Officer and above with a minimum of three years service as a Computer Professional in the field of Hardware, Software or Telecommunications.

**Guidelines to the candidate to select DBT - Project work**

1. Prior approval for carrying out project has to be obtained from IIBF. Request for Approval of subject area of the project may be submitted when the candidate appears for the last paper to save time.
2. Candidates have to submit the following to IIBF:
  - Project details in the prescribed format.
  - Project Synopsis
  - Project guide registration form
3. Project Evaluation Committee (PEC) will approve the project proposals or suggest modifications and communicate to the candidate
4. IIBF may accept the project guide's name submitted by the candidate or IIBF may allot on its own.
5. Project has to be completed within the time schedule allotted by IIBF. The candidate has to ensure that it is large enough to be of practical value. Project must be relevant to the Banking Technology.
6. Project work can be taken up only after passing three theory papers and should be completed within 6 months. If the candidate is not able to complete the project work within 6 months IIBF may give an extension of further 6 months to complete the project.
7. If due to any reason the candidate could not complete the project work within the said 12 months IIBF may, at its discretions allow the candidate to take up a new project and complete within one additional period of 12 months.
8. Time extension for project completion has to be obtained from IIBF by submitting reasons for extension and time period for extension.
9. In case the candidate fails to complete the project within the time limit stipulated under (7) above, he will have to re-register for the diploma foregoing the credits obtained for passing the three theory papers and will have to start afresh.
10. DBT will be awarded only after the project is accepted and the candidate has secured 50% or more marks.



## COURSES OF IIBF

### A. Flagship Courses (Only for members\*)

Associate Examination

- JAIIB
- CAIIB

### B. Diploma Courses (for Members and Non-Members\*\*)

- Diploma in Treasury, Investment and Risk Management (DTIRM)
- Diploma in Banking Technology (DBT)
- Diploma in International Banking and Finance (DIBF)
- Advanced Diploma in Urban Co-operative Bank (ADUCB)
- Diploma in Commodity Derivates for Bankers (DCDB)
- Post Graduate Diploma in Financial Advising (PGDFA)

### C. Specialised Certificate Courses (for Members and Non-Members\*\*)

- Certificate in Trade Finance (CTF)
- Certified Information System Banker (CeISB)
- Certificate in Anti-Money Laundering / Know Your Customer (AML / KYC)

- Certificate in Quantitative Methods for Bankers (CQM)
- Certificate in Credit Cards for Bankers (CCCB)
- Certificate Examination in Banking Oriented Paper in Hindi (BOPH)
- Certificate Examination for DSA / DMA
- Certificate Examination in Basics of Banking for employees of IT Companies

### D. Specialised Diploma Courses

- Diploma in Banking & Finance (DBF)
- Advanced Diploma in Banking Technology (with PNB-IT) – An entry point qualification

### E. Management Courses

- Advanced Management Program in collaboration with SIES-Mumbai, Welingkar-Mumbai, IMI-Delhi.
- Project Management Course with IFMR, Chennai
- CAIIB linked MBA by IGNOU.

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#### Educational support :

- Publishing specific courseware for each paper/examination and Workbooks etc.
- Tutorials through Accredited Institutions, Virtual Classes, e-learning through portal, Contact classes or campus training
- Model Questions and subject updates on the net

#### Other activities :

- Research, Seminars, Conferences, Lectures, etc.
- Publications of books, Daily e-newsletter, monthly newsletter and quarterly journal
- Training and Consultancy and Financial Education

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\* Members are employees of Banks and Financial Institutions who have enrolled as members of IIBF.

\*\* Non-Members are eligible candidates for each course / examination without IIBF Membership.

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The Syllabi, Rules / Regulations, Examination forms and other information pertaining to the examinations are available with Institute's offices at Mumbai, Chennai, New Delhi, Kolkata and also at such other centers / offices as may be notified from time to time. The same is also available at our website [www.iibf.org.in](http://www.iibf.org.in)

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