

PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Ph: 042- 37800187, 37800125, Exchange: 37800279, 37800088, 37800089, Ext: 127 FAX # 042- 37800255 Website: www.pbte.edu.pk

DATE SHEET

DIPLOMA IN COMMERCE (D.COM PART-I & II) SECOND ANNUAL EXAMINATION 2011 (THEORY)

D.COM (PART - I)

DATE	DAY	TIME	SUBJECT (THEORY)	GROUP
24/11/2011	Thursday	8:30 AM	ENGLISH -I (COMMON WITH DBA-I)	
25/11/2011	Friday	8:30 AM	BUSINESS IT-I	
26/11/2011	Saturday	8:30 AM	ISLAMIC STUDIES (COMMON WITH DBA-I) CIVIC FOR (NON MUSLIMS)	
28/11/2011	Monday	8:30 AM	PRINCIPLES OF BANKING URDU SHORTHAND-I Part-I portion will be opened at 8:30 AM ENGLISH SHORTHAND -I Part-I portion will be opened at 8:30 AM	
29/11/2011	Tuesday	8:30 AM	FINANCIAL ACCOUNTING-I	
30/11/2011	Wednesday	8:30 AM	CURRENCY & FINANCE RISK INSURANCE PRINCIPLES OF SALESMANSHIP	
1/12/2011	Thursday	8:30 AM	URDU-I(COMMON WITH DBA-I)	
2/12/2011	Friday	8:30 AM	BUSINESS MATHEMATICS & STATISTICS INSURANCE PRACTICE -I PRINCIPLES OF MARKETING	
3/12/2011	Saturday	8:30 AM	PRINCIPAL OF COMMERCE	
10/12/2011	Saturday	8:30 AM	URDU TYPING	I
			ENGLISH TYPING	II
		1:30 PM	URDU TYPING	I
			ENGLISH TYPING	II

D.COM (PART - II)

DATE	DAY	TIME	SUBJECT (THEORY)
24/11/2011	Thursday	1:30 PM	FINANCIAL ACCOUNTING - II
25/11/2011	Friday	8:30 AM	BUSINESS I.T-I (COMMON WITH D.COM-I) APPLIED ACCOUNTING COMPUTER BASED APPLIED ACCOUNTING MANUAL E-BANKING URDU SHORTHAND-II Part-I portion will be opened at 1:30 PM ENGLISH SHORTHAND -II Part-I portion will be opened at 1:30 PM
26/11/2011	Saturday	1:30 PM	ADVERTISING BUSINESS ENVIRONMENT
28/11/2011	Monday	1:30 PM	PAKISTAN STUDIS (COMMON WITH DBA-II) INSURANCE PRACTICE- II
29/11/2011	Tuesday	1:30 PM	COMPUTER BASED CORESPONDANCE, OFFICE PRACTICE & PROCEDURES ENTERPRENEURSHIP
30/11/2011	Wednesday	1:30 PM	URDU- II (COMMON WITH DBA-II)
1/12/2011	Thursday	1:30 PM	BUSINESS I.T-II
3/12/2011	Saturday	1:30 PM	PRINCIPLES OF ECONOMICS
5/12/2011	Monday	8:30 AM	ENGLISH - II (COMMON WITH DBA-II)
8/12/2011	Thursday	8:30 AM	COMMUNICATION SKILLS

D.COM PRACTICAL (PART-I)**D.COM PRACTICAL (PART-II)**

DATE	DAY	TIME	SUBJECT	GROUP	DATE	DAY	TIME	SUBJECT	GROUP
10/12/2011	Saturday	8:30 AM	BUSINESS I.T-I (PRACTICAL)	I	12/12/2011	Monday	8:30 AM	BUSINESS I.T-II(PRACTICAL)	I
		9:30 AM	BUSINESS I.T-I (PRACTICAL)	II			10:15 AM	BUSINESS I.T-II (PRACTICAL)	II
		10:30 AM	BUSINESS I.T-I (PRACTICAL)	III			12:00 PM	BUSINESS I.T-II (PRACTICAL)	III
		11:30 AM	BUSINESS I.T-I (PRACTICAL)	IV			2:30 PM	BUSINESS I.T-II (PRACTICAL)	IV
		12:30 PM	BUSINESS I.T-I (PRACTICAL)	V			4:00 PM	BUSINESS I.T-II (PRACTICAL)	V
		2:30 PM	BUSINESS I.T-I (PRACTICAL)	VI					

IMPORTANT INSTRUCTIONS

NOTE:- Please read the following instructions carefully to avoid any complication.

- 1- The Examination of Business Information Technology (Practical) will be conducted in computer labs of the concerned institute. The candidates will be divided into groups according to the available computers; each group will consist of at least 20 students. Each set of question papers will be used according to the date and time given in the date sheet.
- 2- For the examination of English/Urdu Typewriting the students will be divided into groups according to the Typewriters available. Each group will consist of minimum 20 students. Each set of question papers will be used according to the date sheet. It may be ensured that before the distribution of objective type portion (part-I), Typewriting Machines should be kept away from the students or the examination of this part of paper should be conducted in a room where there is no Typing Machine. Superintendent and Deputy Superintendent or Distributing Inspector of the examination centre will perform this duty at the institute to which the students belong or as per Board direction.
- 3- In case the number of candidates in English/Urdu shorthand part-I & part-II (speed) is more than 50 students they will be divided into two groups. Shorthand dictation will be delivered to both the groups in separate room by two teachers of the concerned commerce institute at the examination centre and payment will be made as per Board's Rules.
- 4- The candidates will take Business Information Technology practical examination in their own institutes. During the said practical the Internal & External Examiner will be appointed by the principal of the concerned institute on behalf of Punjab Board of Technical Education, Lahore.
- 5- The Principal or his nominee will perform his duty as Resident Inspector during the Typing/BIT practical examination. The practical Question papers will be kept under the safe custody of Principal/Resident Inspector.
- 6- The students of D.Com-II who are appearing in BIT-I (Office Secretarial Practice Group) will take the BIT-I practical examination along with the students of D.Com-I on 10/12/2011 as and when informed/grouped by the principal.
- 7- Local Holiday will not affect the examination.

ATTENTION:

The supervisory staff is requested to open the question papers according to the date & time as given in the date sheet. In case of non compliance the supervisory staff and Distributing Inspector/Resident Inspector will be held responsible for the consequences.

c.c to:

1. Web Administrator PBTE, to please upload the date sheet on the Website of the Board www.pbte.edu.pk.
2. P.R.O. PBTE, to please publish it in the Print & Electronic Media.

CONTROLLER OF EXAMINATIONS

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DATE SHEET

DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A PART-I & II) SECOND ANNUAL EXAMINATION, 2011

D.B.A (PART-I)

DATE	DAY	TIME	SUBJECT (THEORY)
24/11/2011	Thursday	8:30 AM	ENGLISH -I (COMMON WITH D.COM-I) ✓
25/11/2011	Friday	8:30 AM	INFORMATION TECHNOLOGY ✓
26/11/2011	Saturday	8:30 AM	ISLAMIC STUDIES (COMMON WITH D.COM-I) ✓ CIVICS (FOR NON MUSLIMS) ✓
28/11/2011	Monday	8:30AM	MATHEMATICS-I ✓ STATISTICS ✓
29/11/2011	Tuesday	8:30AM	FINANCIAL ACCOUNTING -I ✓
30/11/2011	Wednesday	8:30AM	COMPUTER APPLICATION TO BUSINESS-I ✓
1/12/2011	Thursday	8:30AM	URDU-I (COMMON WITH D.COM-I) ✓
3/12/2011	Saturday	8:30AM	PRINCIPLES OF COMMERCE & MANAGEMENT ✓

D.B.A (PART-II)

DATE	DAY	TIME	SUBJECT (THEORY)
24/11/2011	Thursday	1:30 PM	FINANCIAL ACCOUNTING -II ✓ FUNDAMENTAL OF MARKETING ✓
26/11/2011	Saturday	1:30 PM	SALESMANSHIP ✓ SMALL BUSINESS MANAGEMENT ✓ MATHEMATICS-II ✓ COMMERCIAL GEOGRAPHY ✓ HOTEL MANAGEMENT ✓ IMPORT & EXPORT PROCEDURE ✓ PAKISTAN STUDIES (COMMON WITH D.COM-II)
28/11/2011	Monday	1:30 PM	URDU -II (COMMON WITH D.COM-II) ✓
30/11/2011	Wednesday	1:30 PM	COMPUTER APPLICATION TO BUSINESS-II ✓
1/12/2011	Thursday	1:30 PM	ECONOMICS ✓
3/12/2011	Saturday	1:30 PM	ENGLISH -II (COMMON WITH D.COM -II) ✓
5/12/2011	Monday	8:30 AM	

1- Project presentation will be held/conducted in the institutes to which the students belong.

2- Local Holiday will not affect the examination.

PROJECT (PART - II)

DATE	DAY	TIME	SUBJECT
8/12/2011	Friday	8:30 AM	PROJECT ✓

ATTENTION:

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