



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Phone #: 042-99260209, 37800125 Exchange: 042-37800279, 99260193-194 EXT. 127 Fax No: 042- 37800255 Website www.pbte.edu.pk

DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination , 2017

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(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
08/06/2017	Thursday	1:30 P.M	PRINCIPLES OF COMMERCE	
10/06/2017	Saturday	8:30 A.M	BUSINESS I.T-I (THEORY)	
12/06/2017	Monday	1:30 P.M	PRINCIPLES OF BANKING	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
15/06/2017	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-I	
16/06/2017	Friday	8:30 A.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
			RISK INSURANCE	
17/06/2017	Saturday	8:30 A.M	ENGLISH-I	
21/06/2017	Wednesday	8:30 A.M	CIVICS FOR (NON MUSLIMS)	
			ISLAMIC STUDIES	
22/06/2017	Thursday	1:30 P.M	URDU-I	
23/06/2017	Friday	8:30 A.M	BUSINESS MATHEMATICS & STATISTICS	
			PRINCIPLES OF MARKETING	
			INSURANCE PRACTICE-I	
03/07/2017	Monday	8:30 A.M	URDU TYPING	I
		1:30 P.M	ENGLISH TYPING	II
		1:30 P.M	URDU TYPING	II
		8:30 A.M	ENGLISH TYPING	I
04/07/2017	Tuesday	1:30 P.M	ENGLISH TYPING	IV
		1:30 P.M	URDU TYPING	IV
		8:30 A.M	ENGLISH TYPING	III
		8:30 A.M	URDU TYPING	III

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/06/2017	Friday	8:30 A.M	COMPUTER BASED CORRESPONDANCE, OFF	
			INSURANCE PRACTICE-II	
			ENTREPRENEURSHIP	
10/06/2017	Saturday	8:30 A.M	BUSINESS I.T-I (THEORY)	
			BUSINESS I.T-II	
13/06/2017	Tuesday	8:30 A.M	FINANCIAL ACCOUNTING-II	
14/06/2017	Wednesday	1:30 P.M	URDU-II	
16/06/2017	Friday	2:30 P.M	APPLIED ACCOUNTING MANUAL	
			APPLIED ACCOUNTING COMPUTER BASED	
			URDU SHORTHAND-II THEORY & SPEED	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			E-BANKING	
			ADVERTISING	
19/06/2017	Monday	1:30 P.M	PAKISTAN STUDIES	
20/06/2017	Tuesday	8:30 A.M	ENGLISH-II	
21/06/2017	Wednesday	1:30 P.M	PRINCIPLES OF ECONOMICS	
22/06/2017	Thursday	8:30 A.M	BUSINESS I.T-II	
24/06/2017	Saturday	8:30 A.M	COMMUNICATION SKILLS	



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DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), First Annual Examination , 2017

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
08/06/2017	Thursday	1:30 P.M	PRINCIPLES OF COMMERCE & MANAGEMENT	
10/06/2017	Saturday	8:30 A.M	COMPUTER APPLICATION TO BUSINESS-I	
12/06/2017	Monday	1:30 P.M	INFORMATION TECHNOLOGY	
15/06/2017	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-I	
17/06/2017	Saturday	8:30 A.M	ENGLISH LANGUAGE	
21/06/2017	Wednesday	8:30 A.M	ETHICS (FOR NON-MUSLIM STUDENTS)	
			ISLAMIAT (FOR MUSLIM STUDENTS)	
22/06/2017	Thursday	1:30 P.M	URDU LANGUAGE	
23/06/2017	Friday	1:30 P.M	MATHEMATICS-I	
			STATISTICS	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/06/2017	Friday	8:30 A.M	IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			MATHEMATICS-II	
			COMMERCIAL GEOGRAPHY	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
10/06/2017	Saturday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
13/06/2017	Tuesday	8:30 A.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
14/06/2017	Wednesday	1:30 P.M	URDU	
19/06/2017	Monday	1:30 P.M	PAKISTAN STUDIES	
20/06/2017	Tuesday	8:30 A.M	ENGLISH	
21/06/2017	Wednesday	1:30 P.M	ECONOMICS	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP

DATE	DAY	TIME	SUBJECT	GROUP
24/06/2017	Saturday	8:30 A.M	PROJECT	



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DIPLOMA IN HOTEL OPERATIONS (PART-I & II), First Annual Examination , 2017

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(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
10/06/2017	Saturday	8:30 A.M	ROOMS DIVISION (I)	
12/06/2017	Monday	1:30 P.M	PERSONALITY DEVELOPMENT	
15/06/2017	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION (I)	
16/06/2017	Friday	8:30 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
17/06/2017	Saturday	8:30 A.M	ENGLISH-I	
21/06/2017	Wednesday	8:30 A.M	CIVICS FOR (NON MUSLIMS)	
			ISLAMIC STUDIES	
22/06/2017	Thursday	1:30 P.M	URDU-I	
23/06/2017	Friday	8:30 A.M	COMPUTER FUNDAMENTALS	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/06/2017	Friday	8:30 A.M	FOOD & BEVERAGE DIVISION (II)	
10/06/2017	Saturday	1:30 P.M	ROOMS DIVISION (II)	
13/06/2017	Tuesday	8:30 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
14/06/2017	Wednesday	1:30 P.M	URDU-II	
19/06/2017	Monday	1:30 P.M	PAKISTAN STUDIES	
20/06/2017	Tuesday	8:30 A.M	ENGLISH-II	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
03/07/2017	Monday	8:30 A.M	RESEARCH PROJECT (I) (PRACTICAL)	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/07/2017	Tuesday	8:30 A.M	RESEARCH PROJECT -II (PRACTICAL)	



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DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination , 2017

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(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
05/07/2017	Wednesday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	II
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	III
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	IV
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	V
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	VI
06/07/2017	Thursday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	II
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	III
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	IV
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	V
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	VI

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
05/07/2017	Wednesday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	II
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	III
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	IV
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	V
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	VI
06/07/2017	Thursday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	II
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	III
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	IV
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	V
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	VI
07/07/2017	Friday	8:30 A.M	BUSINESS I.T-II (PROJECT)	I
		10:30 A.M	BUSINESS I.T-II (PROJECT)	II
		12:30 P.M	BUSINESS I.T-II (PROJECT)	III
		2:30 P.M	BUSINESS I.T-II (PROJECT)	IV
08/07/2017	Saturday	8:30 A.M	BUSINESS I.T-II (PROJECT)	V
		10:30 A.M	BUSINESS I.T-II (PROJECT)	VI
		12:30 P.M	BUSINESS I.T-II (PROJECT)	VII
		2:30 P.M	BUSINESS I.T-II (PROJECT)	VIII
10/07/2017	Monday	8:30 A.M	BUSINESS I.T-II (PROJECT)	IX
		10:30 A.M	BUSINESS I.T-II (PROJECT)	X
		12:30 P.M	BUSINESS I.T-II (PROJECT)	XI
		2:30 P.M	BUSINESS I.T-II (PROJECT)	XII



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IMPORTANT INSTRUCTIONS

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

- 1- The candidates of D.COM Part-I & Part-II BIT (Practical), DHO (Practical) and DBA (Project) will be conducted in appropriate labs of the concerned institute. The candidates will be divided into groups according to the available facilities; each group will consist of at least 25 students. Each set of question papers will be used according to the date and time given in the date sheet. The Principle should ensure the availability of computers /facilities accordingly.
- 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) the 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. Centre Superintendent, Deputy Superintendent and Distributing Inspector of the examination centre will perform this duty at the different-institutes to which the students belong or as per direction of conduct section - I PBTE.
- 3- In case the number of candidates in English / Urdu shorthand part-I & Part-II (speed) is more than 50, they will be divided into two groups. Shorthand dictation will be delivered to both groups in separate rooms by two different teachers of the concerned institute at the examination centre and payment will be made as per Board's Rules by the Centre Superintendent at the spot @ RS 300 per group dictation / per teacher.
- 4- 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.
- 5- The students of D.COM (Part-II) those who are appearing in BIT-I (Office Secretarial Practice Group) will take the practical examination along with the students of D.COM (PART-I) as per schedule/ date sheet and when informed / grouped by the Principal.
- 6- Local Holiday will not affect the examination.
- 7- The original attendance chart / memo of theory exam may be sent to Deputy Controller Conduct.
- 8- A copy of attendance Chart / memo of theory exam attached with the solved Answer books bundle and practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.

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 Board's Website www.pbte.edu.pk.
2. P.R.O. PBTE, to please publish it in the Print & Electronic Media/News Item.

CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION
LAHORE