



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 , 2015

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
17/06/2015	Wednesday	8:30 A.M	PRINCIPLES OF COMMERCE	
18/06/2015	Thursday	8:30 A.M	ENGLISH-I	
19/06/2015	Friday	8:30 A.M	BUSINESS LT-I (THEORY)	
20/06/2015	Saturday	8:30 A.M	PRINCIPLES OF BANKING	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
22/06/2015	Monday	8:30 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
23/06/2015	Tuesday	1:30 P.M	URDU-I	
24/06/2015	Wednesday	1:30 P.M	FINANCIAL ACCOUNTING-I	
25/06/2015	Thursday	8:30 A.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
			RISK INSURANCE	
27/06/2015	Saturday	1:30 P.M	BUSINESS MATHEMATICS & STATISTICS	
			PRINCIPLES OF MARKETING	
			INSURANCE PRACTICE-I	
30/06/2015	Tuesday	8:30 A.M	ENGLISH TYPING	I
		8:30 A.M	URDU TYPING	I
		1:30 P.M	ENGLISH TYPING	II
		1:30 P.M	URDU TYPING	II
01/07/2015	Wednesday	8:30 A.M	ENGLISH TYPING	III
		8:30 A.M	URDU TYPING	III
		1:30 P.M	ENGLISH TYPING	IV
		1:30 P.M	URDU TYPING	IV
02/07/2015	Thursday	8:30 A.M	ENGLISH TYPING	V
		8:30 A.M	URDU TYPING	V
		1:30 P.M	ENGLISH TYPING	VI
		1:30 P.M	URDU TYPING	VI

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
17/06/2015	Wednesday	1:30 P.M	INSURANCE PRACTICE-II	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	
18/06/2015	Thursday	1:30 P.M	URDU-II	
19/06/2015	Friday	8:30 A.M	BUSINESS LT-I (THEORY)	
20/06/2015	Saturday	1:30 P.M	APPLIED ACCOUNTING MANUAL	
			E-BANKING	
			BUSINESS ENVIRONMENT	
			URDU SHORTHAND-II THEORY & SPEED	
			ENTREPRENEURSHIP	
			ADVERTISING	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			APPLIED ACCOUNTING COMPUTER BASED	
22/06/2015	Monday	1:30 P.M	PAKISTAN STUDIES	
24/06/2015	Wednesday	8:30 A.M	ENGLISH-II	
25/06/2015	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
26/06/2015	Friday	8:30 A.M	COMMUNICATION SKILLS	
27/06/2015	Saturday	8:30 A.M	PRINCIPLES OF ECONOMICS	
29/06/2015	Monday	8:30 A.M	BUSINESS LT-II	



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DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination , 2015

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/07/2015	Saturday	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
06/07/2015	Monday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	VII
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	VIII
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	IX
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	X
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	XI
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	XII

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/07/2015	Saturday	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
06/07/2015	Monday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	VII
		9:30 A.M	BUSINESS I.T-I (PRACTICAL)	VIII
		10:30 A.M	BUSINESS I.T-I (PRACTICAL)	IX
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	X
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	XI
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	XII
07/07/2015	Tuesday	8:30 A.M	BUSINESS I.T-II (PROJECT)	I
		10:15 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
08/07/2015	Wednesday	8:30 A.M	BUSINESS I.T-II (PROJECT)	V
		10:15 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
09/07/2015	Thursday	8:30 A.M	BUSINESS I.T-II (PROJECT)	IX
		10:15 A.M	BUSINESS I.T-II (PROJECT)	X

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DATE SHEET

DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A PART- I & II) FIRST ANNUAL EXAMINATION, 2015

D.B.A PART-I

(The Objective Type Portion in all papers will be opened first)

D.B.A PART- II

DATE	DAY	TIME	SUBJECTS (THEORY)
17/06/2015	Wednesday	8:30 AM	PRINCIPLES OF COMMERCE & MANAGEMENT
18/06/2015	Thursday	8:30 AM	ENGLISH-I (COMMON WITH D.COM & DHO PART-I)
19/06/2015	Friday	8:30 AM	COMPUTER APPLICATION TO BUSINESS-I
22/06/2015	Monday	8:30 AM	ISLAMIC STUDIES (COMMON WITH D.COM & DHO PART-I) ETHICS FOR NON MUSLIM CANDIDATES
23/06/2015	Tuesday	1:30 PM	URDU-I (COMMON WITH D.COM & DHO PART-I)
24/06/2015	Wednesday	1:30 PM	FINANCIAL ACCOUNTING-I
25/06/2015	Thursday	8:30 AM	INFORMATION TECHNOLOGY
27/06/2015	Saturday	1:30 PM	MATHEMATICS-I STATISTICS

DATE	DAY	TIME	SUBJECTS (THEORY)
18/06/2015	Thursday	1:30 PM	URDU-II (COMMON WITH D.COM & DHO PART-II)
20/06/2015	Saturday	1:30 PM	SALESMANSHIP
			SMALL BUSINESS MANAGEMENT
			MATHEMATICS-II
			COMMERCIAL GEOGRAPHY
			HOTEL MANAGEMENT
			IMPORT & EXPORT PROCEDURE
22/06/2015	Monday	1:30 PM	PAKISTAN STUDIES (COMMON WITH D.COM & DHO PART-II)
24/06/2015	Wednesday	8:30 AM	ENGLISH -II (Common with D.COM & DHO Part-II)
25/06/2015	Thursday	1:30 PM	FINANCIAL ACCOUNTING-II FUNDAMENTALS OF MARKETING
27/06/2015	Saturday	8:30 AM	ECONOMICS
29/06/2015	Monday	8:30 AM	COMPUTER APPLICATION TO BUSINESS-II

1. Project presentation will be conducted in the institute to which the students belong by the external examiner. The payment will be made under the Board rules.
2. Local Holiday will not affect the examination of this Board.

Attention:-

The supervisory staff is requested to open the envelopes containing question papers according to the date & time as given in the date sheet. In case of wrong opening of question papers, the supervisory staff & Distributing Inspector will be held responsible for the consequences/recovery of the cost incurred on re-conduct of said papers.

Cc 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 arrange for publishing/ announcement it in Print & Electronic Media, as news item.

PROJECT (PART-II)

DATE	DAY	TIME	SUBJECTS
30/06/2015	Tuesday	8:30 AM	PROJECT

for 
CONTROLLER OF EXAMINATIONS



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

for 
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 PUNJAB BOARD OF TECHNICAL EDUCATION
 LAHORE 

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W

DATE SHEET

DIPLOMA IN HOTEL OPERATIONS (D.H.O PART-I & II) FIRST ANNUAL EXAMINATION 2015
D.H.O PART-I (The Objective Type Portion in all papers will be opened first) D.H.O PART-II

DATE	DAY	TIME	SUBJECTS (THEORY)
18/06/2015	Thursday	8:30 AM	English -I
19/06/2015	Friday	8:30 AM	Computer Fundamentals
20/06/2015	Saturday	8:30 AM	Rooms Division-I
22/06/2015	Monday	8:30 AM	Islamic Studies Civics for Non Muslim Candidates
23/06/2015	Tuesday	1:30 PM	Urdu-I
24/06/2015	Wednesday	1:30 PM	Personality Development
25/06/2015	Thursday	8:30 AM	Food & Beverage Division-I
27/06/2015	Saturday	1:30 PM	The Lodging & Food Service Industry -I

RESEARCH PROJECT- PART- I

DATE	DAY	TIME	SUBJECTS
29/06/2015	Monday	8:30 AM	RESEARCH PROJECT (I) (PRACTICAL)

DATE	DAY	TIME	SUBJECTS(THEORY)
18/06/2015	Thursday	1:30 PM	URDU -II
19/06/2015	Friday	2:30 PM	Food & Beverage Division-II
20/06/2015	Saturday	1:30 PM	Rooms Division-II
22/06/2015	Monday	1:30 PM	Pakistan Studies
24/06/2015	Wednesday	8:30 AM	English -II
25/06/2015	Thursday	1:30 PM	The Lodging & Food Service Industry-II

RESEARCH PROJECT- PART- II

DATE	DAY	TIME	SUBJECTS
29/06/2015	Monday	1:30 PM	RESEARCH PROJECT (II) (PRACTICAL)

(P.T.O)

IMPORTANT INSTRUCTIONS:

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

1. The candidate will take practical examination at their own college according to the date sheet prepared by the principal concerned.
2. The Principal is requested to display the date sheet on the notice board for the general awareness of the candidates.
3. The external and internal examiners will be appointed by the principal concerned on behalf of the Board. The list may be sent to the undersigned for approval.
4. Project presentation will be conducted by the external examiner appointed by the Board on 23/06/2014.
5. The grouping of the students for practical will be done according to the equipment available.
6. The Practical examination will be conducted after the research project. The award lists should be sent to CSO, PBTE, immediately after the practical examination.
7. Local Holiday will not affect the Examination of this Board.
8. Practical question papers will be prepared by the external examiner.

ATTENTION:

The supervisory staff is requested to open the envelopes containing question papers according to the **Date & Time** as given in the date sheet. In case of wrong opening of question papers the Supervisory staff & Distributing Inspector will be held responsible for the consequences/ recovery of the cost incurred on re-conduct of said papers.

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