



# 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     |

Result



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Ph: 042- 99260209, Exchange: 042-99260193-94, Ext: 127 FAX # 042- 37800255  
Website: www.pbte.edu.pk. , email: commerce@pbte.edu.pk.

## 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)<br>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<br>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<br>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](http://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.**

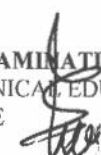
1. The Examination of Business Information Technology (Practical) will be conducted in computer labs of the concerned institute. The candidates will be divided into groups according to the available computers; each group will consist of at least 20 students. Each set of question papers will be used according 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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 LAHORE 



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## 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<br>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.

Cc to:

1. Web Administrator PBTE, to please upload the date sheet on the website of the Board [www.pbte.edu.pk](http://www.pbte.edu.pk)
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CONTROLLER OF EXAMINATIONS  
