



# 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 , 2018**

(THEORY)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	8:30 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
04/05/2018	Friday	8:30 A.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
05/05/2018	Saturday	8:30 A.M	BUSINESS MATHEMATICS & STATISTICS	
			PRINCIPLES OF MARKETING	
			INSURANCE PRACTICE-I	
07/05/2018	Monday	8:30 A.M	PRINCIPLES OF COMMERCE	
08/05/2018	Tuesday	1:30 P.M	BUSINESS I.T-I (THEORY)	
09/05/2018	Wednesday	8:30 A.M	URDU-I	
10/05/2018	Thursday	8:30 A.M	FINANCIAL ACCOUNTING-I	
11/05/2018	Friday	8:30 A.M	ENGLISH-I	
12/05/2018	Saturday	8:30 A.M	PRINCIPLES OF BANKING	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
14/05/2018	Monday	8:30 A.M	URDU TYPING	I
		1:30 P.M	ENGLISH TYPING	I
		8:30 A.M	URDU TYPING	II
		1:30 P.M	ENGLISH TYPING	II
15/05/2018	Tuesday	8:30 A.M	URDU TYPING	III
		1:30 P.M	ENGLISH TYPING	III
		8:30 A.M	URDU TYPING	IV
		1:30 P.M	ENGLISH TYPING	IV

(THEORY)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	1:30 P.M	PAKISTAN STUDIES	
04/05/2018	Friday	2:30 P.M	URDU-II	
05/05/2018	Saturday	1:30 P.M	ENTREPRENEURSHIP	
			INSURANCE PRACTICE-II	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	
07/05/2018	Monday	1:30 P.M	APPLIED ACCOUNTING COMPUTER BASED	
			APPLIED ACCOUNTING MANUAL	
			E-BANKING	
			ADVERTISING	
			BUSINESS ENVIRONMENT	
			ENGLISH SHORTHAND-II THEORY & SPEED	
08/05/2018	Tuesday	1:30 P.M	URDU SHORTHAND-II THEORY & SPEED	
			BUSINESS I.T-I (THEORY)	
09/05/2018	Wednesday	1:30 P.M	ENGLISH-II	
10/05/2018	Thursday	1:30 P.M	BUSINESS I.T-II	
11/05/2018	Friday	2:30 P.M	PRINCIPLES OF ECONOMICS	
12/05/2018	Saturday	1:30 P.M	COMMUNICATION SKILLS	
14/05/2018	Monday	1:30 P.M	FINANCIAL ACCOUNTING-II	

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**DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination , 2018**

(PRACTICAL)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
16/05/2018	Wednesday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	II
		12:00 P.M	BUSINESS I.T-I (PRACTICAL)	III
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	IV

(PRACTICAL)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
16/05/2018	Wednesday	8:30 A.M	BUSINESS I.T-I (PRACTICAL)	I
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	II
		12:00 P.M	BUSINESS I.T-I (PRACTICAL)	III
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	IV
17/05/2018	Thursday	8:30 A.M	BUSINESS I.T-II (PROJECT)	I
		10:15 A.M	BUSINESS I.T-II (PROJECT)	II
		12:00 P.M	BUSINESS I.T-II (PROJECT)	III
		2:30 P.M	BUSINESS I.T-II (PROJECT)	IV

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## DIPLOMA IN HOTEL OPERATIONS (PART-I & II), First Annual Examination , 2018

### (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	8:30 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
04/05/2018	Friday	8:30 A.M	COMPUTER FUNDAMENTALS	
05/05/2018	Saturday	8:30 A.M	ROOMS DIVISION (I)	
07/05/2018	Monday	8:30 A.M	PERSONALITY DEVELOPMENT	
08/05/2018	Tuesday	8:30 A.M	FOOD & BEVERAGE DIVISION (I)	
09/05/2018	Wednesday	8:30 A.M	URDU-I	
10/05/2018	Thursday	8:30 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
11/05/2018	Friday	8:30 A.M	ENGLISH-I	

### (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	1:30 P.M	PAKISTAN STUDIES	
04/05/2018	Friday	2:30 P.M	URDU-II	
05/05/2018	Saturday	1:30 P.M	FOOD & BEVERAGE DIVISION (II)	
07/05/2018	Monday	1:30 P.M	ROOMS DIVISION (II)	
08/05/2018	Tuesday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
09/05/2018	Wednesday	1:30 P.M	ENGLISH-II	

### (PRACTICAL)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
12/05/2018	Saturday	8:30 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
14/05/2018	Monday	8:30 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
15/05/2018	Tuesday	8:30 A.M	FOOD & BEVERAGE DIVISION (I) (PRACTICAL)	
16/05/2018	Wednesday	8:30 A.M	RESEARCH PROJECT (I) (PRACTICAL)	
17/05/2018	Thursday	8:30 A.M	ROOMS DIVISION (I) (PRACTICAL)	

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
12/05/2018	Saturday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
15/05/2018	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION (II) (PRACTICAL)	
16/05/2018	Wednesday	1:30 P.M	RESEARCH PROJECT -II (PRACTICAL)	
17/05/2018	Thursday	1:30 P.M	ROOMS DIVISION (II) (PRACTICAL)	

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**DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), First Annual Examination , 2018**

(THEORY)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	8:30 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON-MUSLIM STUDENTS)	
04/05/2018	Friday	8:30 A.M	COMPUTER APPLICATION TO BUSINESS-I	
05/05/2018	Saturday	8:30 A.M	MATHEMATICS-I	
			STATISTICS	
07/05/2018	Monday	8:30 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	
08/05/2018	Tuesday	8:30 A.M	INFORMATION TECHNOLOGY	
09/05/2018	Wednesday	8:30 A.M	URDU LANGUAGE	
10/05/2018	Thursday	8:30 A.M	FINANCIAL ACCOUNTING-I	
11/05/2018	Friday	8:30 A.M	ENGLISH LANGUAGE	

(THEORY)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
03/05/2018	Thursday	1:30 P.M	PAKISTAN STUDIES	
04/05/2018	Friday	2:30 P.M	URDU	
05/05/2018	Saturday	1:30 P.M	COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
07/05/2018	Monday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
08/05/2018	Tuesday	1:30 P.M	ECONOMICS	
09/05/2018	Wednesday	1:30 P.M	ENGLISH	
10/05/2018	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	

(PRACTICAL)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
12/05/2018	Saturday	8:30 A.M	PROJECT	

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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.

16/4/18  
CONTROLLER OF EXAMINATIONS  
PUNJAB BOARD OF TECHNICAL EDUCATION  
LAHORE