

## **PUNJAB BOARD OF TECHNICAL EDUCATION**

21-A Kashmir Block, Allama Iqbal Town, Lahore

Phone #: 042-99260209 Exchange: 042-37800279, 99260193 EXT.117,120,127 Fax No: 042- 37800255 Website www.pbte.edu.pk

### DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), First Annual Examination , 2019

### **Old Course**

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
		1	ETHICS (FOR NON-MUSLIM STUDENTS)	
15/06/2019	Saturday	1:30 P.M	ENGLISH LANGUAGE	
18/06/2019	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
19/06/2019	Wednesday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
21/06/2019	Friday	9:00 A.M	URDU LANGUAGE	
25/06/2019	Tuesday	9:00 A.M	STATISTICS	
			MATHEMATICS-I	
26/06/2019	Wednesday	1:30 P.M	INFORMATION TECHNOLOGY	
28/06/2019	Friday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH	
20/06/2019	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
22/06/2019	Saturday	1:30 P.M	URDU	
24/06/2019	Monday	1:30 P.M	COMMERCIAL GEOGHRAPHY	
			IMPORT & EXPORT PROCEDURE	+
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
26/06/2019	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
27/06/2019	Thursday	1:30 P.M	ECONOMICS	

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	9:00 A.M	PROJECT	



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### DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), First Annual Examination, 2019

### **New Course**

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
		t	ETHICS (FOR NON MUSLIM STUDENTS)	1
15/06/2019	Saturday	1:30 P.M	ENGLISH LANGUAGE	
18/06/2019	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
19/06/2019	Wednesday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
21/06/2019	Friday	9:00 A.M	URDU LANGUAGE	
25/06/2019	Tuesday	9:00 A.M	MATHEMATICS-I	
		1	STATISTICS	
26/06/2019	Wednesday	1:30 P.M	INFORMATION TECHNOLOGY	
28/06/2019	Friday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH-II	
20/06/2019	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
22/06/2019	Saturday	1:30 P.M	URDU-II	
24/06/2019	Monday	1:30 P.M	COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
	l i		HOTEL MANAGEMENT	
	2.		SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
26/06/2019	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
27/06/2019	Thursday	1:30 P.M	ECONOMICS	

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	9:00 A.M	PROJECT	



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### DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination, 2019

### **Old Course**

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	CIVICS FOR (NON MUSLIMS)	
		1	ISLAMIC STUDIES	
15/06/2019	Saturday	1:30 P.M	ENGLISH-I	
18/06/2019	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
19/06/2019	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
21/06/2019	Friday	9:00 A.M	URDU-I	
25/06/2019	Tuesday	9:00 A.M	RISK INSURANCE	
			PRINCIPLES OF MARKETING	
		i	BUSINESS MATHEMATICS & STATISTICS	
26/06/2019	Wednesday	1:30 P.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
28/06/2019	Friday	9:00 A.M	PRINCIPLES OF COMMERCE	
29/06/2019	Saturday	1:30 P.M	ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
			PRINCIPLES OF BANKING	
02/07/2019	Tuesday	9:00 A.M	ENGLISH TYPING	1
		9:00 A.M	URDU TYPING	1
		1:30 P.M	ENGLISH TYPING	2
		1:30 P.M	URDU TYPING	2
03/07/2019	Wednesday	9:00 A.M	ENGLISH TYPING	3
		9:00 A.M	URDU TYPING	3
		1:30 P.M	ENGLISH TYPING	4
		1:30 P.M	URDU TYPING	4

(THEORY)

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH-II	
19/06/2019	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
20/06/2019	Thursday	1:30 P.M	BUSINESS I.T-II	
22/06/2019	Saturday	1:30 P.M	URDU-II	1
24/06/2019	Monday	1:30 P.M	COMMUNICATION SKILLS	
26/06/2019	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
27/06/2019	Thursday	1:30 P.M	PRINCIPLES OF ECONOMICS	
29/06/2019	Saturday	9:00 A.M	E-BANKING	1
			ENGLISH SHORTHAND-II THEORY & SPEED	
			BUSINESS ENVIRONMENT	
			URDU SHORTHAND-II THEORY & SPEED	1
			APPLIED ACCOUNTING MANUAL	1
			ADVERTISING	1
			APPLIED ACCOUNTING COMPUTER BASED	1
01/07/2019	Monday	1:30 P.M	ENTREPRENEURSHIP	
			INSURANCE PRACTICE-II	1
			COMPUTER BASED CORRESPONDANCE,	+
			OFFICE PRACTICE & PROCEDURES	



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### DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination, 2019

### **Old Course**

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/07/2019	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
05/07/2019	Friday	9:00 A.M	BUSINESS LT-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
1		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		3:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		4:30 P.M	BUSINESS I.T-I (PRACTICAL)	6

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROU
04/07/2019	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
05/07/2019	Friday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		3:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		4:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
08/07/2019	Monday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6
09/07/2019	Tuesday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6



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### DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination, 2019

### **New Course**

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
15/06/2019	Saturday	1:30 P.M	ENGLISH-I	
18/06/2019	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
19/06/2019	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
21/06/2019	Friday	9:00 A.M	URDU-I	
25/06/2019	Tuesday	9:00 A.M	RISK INSURANCE	
			PRINCIPLES OF MARKETING	
			BUSINESS MATHEMATICS & STATISTICS	
26/06/2019	Wednesday	1:30 P.M	PRINCIPLES OF SALESMANSHIP	
			CURRENCY & FINANCE	
28/06/2019	Friday	9:00 A.M	PRINCIPLES OF COMMERCE	
29/06/2019	Saturday	1:30 P.M	ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
			PRINCIPLES OF BANKING	
02/07/2019	Tuesday	9:00 A.M	ENGLISH TYPING	1
		9:00 A.M	URDU TYPING	1
		1:30 P.M	ENGLISH TYPING	2
		1:30 P.M	URDU TYPING	2
03/07/2019	Wednesday	9:00 A.M	ENGLISH TYPING	3
		9:00 A.M	URDU TYPING	3
		1:30 P.M	ENGLISH TYPING	4
		1:30 P.M	URDU TYPING	4

(THEORY)

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH-II	
19/06/2019	Wednesday	9:00 A.M	BUSINESS I.T-I	
			BUSINESS I.T-I (THEORY)	
20/06/2019	Thursday	1:30 P.M	BUSINESS I.TII	
22/06/2019	Saturday	1:30 P.M	URDU-II	
24/06/2019	Monday	1:30 P.M	COMMUNICATION SKILLS	
26/06/2019	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
27/06/2019	Thursday	1:30 P.M	PRINCIPLES OF ECONOMICS	
29/06/2019	Saturday	9:00 A.M	E-BANKING	
			BUSINESS ENVIRONMENT	1
			ENGLISH SHORTHAND-II THEORY & SPEED	
			ADVERTISING	
			URDU SHORTHAND-II THEORY & SPEED	
			APPLIED ACCOUNTING MANUAL	
			COMPUTER BASED ACCOUNTING	
01/07/2019	Monday	1:30 P.M	ENTREPRENEURSHIP	
			INSURANCE PRACTICE-II	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	



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### DIPLOMA IN COMMERCE (PART-I & II), First Annual Examination, 2019

### **New Course**

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/07/2019	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
05/07/2019	Friday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
	İ	10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	4

BUSINESS I.T-I (PRACTICAL)

4:30 P.M BUSINESS I.T-I (PRACTICAL)

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROU
04/07/2019	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
05/07/2019	Friday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		3:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		4:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
08/07/2019	Monday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6
09/07/2019	Tuesday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6

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### DIPLOMA IN CULINARY ARTS (PART-I & II), First Annual Examination , 2019

(THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
15/06/2019	Saturday	1:30 P.M	ENGLISH-I	
18/06/2019	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
19/06/2019	Wednesday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I	
21/06/2019	Friday	9:00 A.M	URDU-I	
24/06/2019	Monday	9:00 A.M	THE PROFESSIONAL CHEF-I	

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I (PRACTICAL)	
02/07/2019	Tuesday	9:00 A.M	THE PROFESSIONAL CHEF-I (PRACTICAL)	
03/07/2019	Wednesday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	

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### DIPLOMA IN HOTEL OPERATIONS (PART-I & II), First Annual Examination , 2019

### **Old Course**

(THEORY) PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019	Friday	9:00 A.M	CIVICS FOR (NON MUSLIMS)	
			ISLAMIC STUDIES	+
15/06/2019	Saturday	1:30 P.M	ENGLISH-I	
18/06/2019	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
19/06/2019	Wednesday	9:00 A.M	ROOMS DIVISION (I)	
21/06/2019	Friday	9:00 A.M	URDU-I	
25/06/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT	
26/06/2019	Wednesday	1:30 P.M	FOOD & BEVERAGE DIVISION (I)	
28/06/2019	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	

(THEORY) PART-II

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH-II	
20/06/2019	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION (II)	
22/06/2019	Saturday	1:30 P.M	URDU-II	
24/06/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (	
27/06/2019	Thursday	1:30 P.M	ROOMS DIVISION (II)	
		1		1

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION (I) (PRACTICAL)	
02/07/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
03/07/2019	Wednesday	9:00 A.M	ROOMS DIVISION (I) (PRACTICAL)	
04/07/2019	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
05/07/2019	Friday	9:00 A.M	RESEARCH PROJECT (I) (PRACTICAL)	

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (	
02/07/2019	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION (II) (PRACTICAL	
03/07/2019	Wednesday	1:30 P.M	ROOMS DIVISION (II) (PRACTICAL)	
04/07/2019	Thursday	1:30 P.M	RESEARCH PROJECT -II (PRACTICAL)	



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### DIPLOMA IN HOTEL OPERATIONS (PART-I & II), First Annual Examination , 2019

### **New Course**

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
14/06/2019 Friday	Friday	9:00 A.M	ISLAMIC STUDIES	
	Ì	CIVICS (FOR NON MUSLIMS)		
15/06/2019	Saturday	1:30 P.M	ENGLISH-I	
18/06/2019	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
19/06/2019	Wednesday	9:00 A.M	ROOMS DIVISION-I	
21/06/2019	Friday	9:00 A.M	URDU-I	
25/06/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT	
26/06/2019	Wednesday	1:30 P.M	FOOD & BEVERAGE DIVISION-I	
28/06/2019	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY-I	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
13/06/2019	Thursday	1:30 P.M	PAKISTAN STUDIES	
17/06/2019	Monday	1:30 P.M	ENGLISH-II	
20/06/2019	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION-II	
22/06/2019	Saturday	1:30 P.M	URDU-II	
24/06/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (	
27/06/2019	Thursday	1:30 P.M	ROOMS DIVISION-II	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION-I (PRACTICAL)	
02/07/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
03/07/2019	Wednesday	9:00 A.M	ROOMS DIVISION-I (PRACTICAL)	
04/07/2019	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
05/07/2019	Friday	9:00 A.M	RESEARCH PROJECT-I (PRACTICAL)	

(PRACTICAL)

DATE	DAY	TIME	SUBJECT	GROUP
01/07/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (	
02/07/2019	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION-II (PRACTICAL)	
03/07/2019	Wednesday	1:30 P.M	ROOMS DIVISION-II (PRACTICAL)	
04/07/2019	Thursday	1:30 P.M	RESEARCH PROJECT (PRACTICAL)	

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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) DBA (Project) and DCA (Practical) 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 provided by the Board, 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 the Typewriters available. Each group will consist of minimum 20 students. Each set of question papers will be opened / used according to the date sheet groups. 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 no any Typing Machine is lying. 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 Commerce Section of 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. 400 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 or direction of the Principal concerned.
- 6- Local Holiday will not affect the examination.
- 7- The attendance chart / memo of theory examination may be sent to Deputy Controller (Conduct). A Copy it may be packed in the bundle containing solved Answer book's
- 8- Practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.
- 9- Centre Superintendent should inform the candidates that they will be provided answer books containing 28 pages and they will not be provided any extra sheet. Therefore, they should not waste any page by making Margins / Borders.

#### 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 PRO PBTE, to please publish it in the Print & Electronic Media/News Item.

(MUHAMMAN MUNAWAR HUSSAIN) CONTROLIZER OF EXAMINATIONS PUNJAB BOARD OF TECHNICAL EDUCATION LAHORE