



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), Second Annual Examination , 2019

Old Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
20/12/2019	Friday	9:00 A.M	FINANCIAL ACCOUNTING-I	
21/12/2019	Saturday	9:00 A.M	STATISTICS	
			MATHEMATICS-I	
23/12/2019	Monday	9:00 A.M	ENGLISH LANGUAGE	
24/12/2019	Tuesday	9:00 A.M	URDU LANGUAGE	
26/12/2019	Thursday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
27/12/2019	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON-MUSLIM STUDENTS)	
28/12/2019	Saturday	9:00 A.M	INFORMATION TECHNOLOGY	
30/12/2019	Monday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2019	Saturday	1:30 P.M	COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
23/12/2019	Monday	1:30 P.M	URDU	
24/12/2019	Tuesday	1:30 P.M	ECONOMICS	
26/12/2019	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
28/12/2019	Saturday	1:30 P.M	ENGLISH	
30/12/2019	Monday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	9:00 A.M	PROJECT	



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

New Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
20/12/2019	Friday	9:00 A.M	FINANCIAL ACCOUNTING-I	
21/12/2019	Saturday	9:00 A.M	MATHEMATICS-I	
			STATISTICS	
23/12/2019	Monday	9:00 A.M	ENGLISH LANGUAGE	
24/12/2019	Tuesday	9:00 A.M	URDU LANGUAGE	
26/12/2019	Thursday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
27/12/2019	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON MUSLIM STUDENTS)	
28/12/2019	Saturday	9:00 A.M	INFORMATION TECHNOLOGY	
30/12/2019	Monday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2019	Saturday	1:30 P.M	COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
23/12/2019	Monday	1:30 P.M	URDU-II	
24/12/2019	Tuesday	1:30 P.M	ECONOMICS	
26/12/2019	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
28/12/2019	Saturday	1:30 P.M	ENGLISH-II	
30/12/2019	Monday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	9:00 A.M	PROJECT	



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

Old Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	9:00 A.M	PRINCIPLES OF BANKING	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
20/12/2019	Friday	9:00 A.M	FINANCIAL ACCOUNTING-I	
21/12/2019	Saturday	9:00 A.M	PRINCIPLES OF MARKETING	
			RISK INSURANCE	
			BUSINESS MATHEMATICS & STATISTICS	
23/12/2019	Monday	9:00 A.M	ENGLISH-I	
24/12/2019	Tuesday	9:00 A.M	URDU-I	
26/12/2019	Thursday	9:00 A.M	PRINCIPLES OF SALESMANSHIP	
			CURRENCY & FINANCE	
27/12/2019	Friday	9:00 A.M	CIVICS FOR (NON MUSLIMS)	
			ISLAMIC STUDIES	
28/12/2019	Saturday	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
30/12/2019	Monday	9:00 A.M	PRINCIPLES OF COMMERCE	
31/12/2019	Tuesday	9:00 A.M	BUSINESS I.T-I (THEORY)	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	1:30 P.M	BUSINESS ENVIRONMENT	
			ADVERTISING	
			E-BANKING	
			APPLIED ACCOUNTING MANUAL	
			APPLIED ACCOUNTING COMPUTER BASED	
			URDU SHORTHAND-II THEORY & SPEED	
21/12/2019	Saturday	1:30 P.M	ENGLISH SHORTHAND-II THEORY & SPEED	
			COMMUNICATION SKILLS	
23/12/2019	Monday	1:30 P.M	URDU-II	
24/12/2019	Tuesday	1:30 P.M	PRINCIPLES OF ECONOMICS	
26/12/2019	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
28/12/2019	Saturday	1:30 P.M	ENGLISH-II	
30/12/2019	Monday	1:30 P.M	BUSINESS I.T-II	
31/12/2019	Tuesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	
02/01/2020	Thursday	1:30 P.M	ENTREPRENEURSHIP	
			INSURANCE PRACTICE-II	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	



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

Old Course

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	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
06/01/2020	Monday	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

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	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
06/01/2020	Monday	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
07/01/2020	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
08/01/2020	Wednesday	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), Second Annual Examination , 2019

New Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	9:00 A.M	PRINCIPLES OF BANKING	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
20/12/2019	Friday	9:00 A.M	FINANCIAL ACCOUNTING-I	
21/12/2019	Saturday	9:00 A.M	RISK INSURANCE	
			PRINCIPLES OF MARKETING	
			BUSINESS MATHEMATICS & STATISTICS	
23/12/2019	Monday	9:00 A.M	ENGLISH-I	
24/12/2019	Tuesday	9:00 A.M	URDU-I	
26/12/2019	Thursday	9:00 A.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
27/12/2019	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
28/12/2019	Saturday	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
30/12/2019	Monday	9:00 A.M	PRINCIPLES OF COMMERCE	
31/12/2019	Tuesday	9:00 A.M	BUSINESS I.T-I (THEORY)	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	1:30 P.M	BUSINESS ENVIRONMENT	
			ADVERTISING	
			E-BANKING	
			APPLIED ACCOUNTING MANUAL	
			COMPUTER BASED ACCOUNTING	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			URDU SHORTHAND-II THEORY & SPEED	
21/12/2019	Saturday	1:30 P.M	COMMUNICATION SKILLS	
23/12/2019	Monday	1:30 P.M	URDU-II	
24/12/2019	Tuesday	1:30 P.M	PRINCIPLES OF ECONOMICS	
26/12/2019	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-II	
28/12/2019	Saturday	1:30 P.M	ENGLISH-II	
30/12/2019	Monday	1:30 P.M	BUSINESS I.T.-II	
31/12/2019	Tuesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	
02/01/2020	Thursday	1:30 P.M	INSURANCE PRACTICE-II	
			ENTREPRENEURSHIP	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	



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

New Course

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	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
06/01/2020	Monday	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

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
04/01/2020	Saturday	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
06/01/2020	Monday	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
07/01/2020	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
08/01/2020	Wednesday	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), Second Annual Examination , 2019

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS	
20/12/2019	Friday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I	
21/12/2019	Saturday	9:00 A.M	THE PROFESSIONAL CHEF-I	
23/12/2019	Monday	9:00 A.M	ENGLISH-I	
24/12/2019	Tuesday	9:00 A.M	URDU-I	
27/12/2019	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
30/12/2019	Monday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I (PRACTICAL)	
31/12/2019	Tuesday	9:00 A.M	THE PROFESSIONAL CHEF-I (PRACTICAL)	
01/01/2020	Wednesday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	



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

Old Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS	
20/12/2019	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
21/12/2019	Saturday	9:00 A.M	PERSONALITY DEVELOPMENT	
23/12/2019	Monday	9:00 A.M	ENGLISH-I	
24/12/2019	Tuesday	9:00 A.M	URDU-I	
26/12/2019	Thursday	9:00 A.M	FOOD & BEVERAGE DIVISION (I)	
27/12/2019	Friday	9:00 A.M	CIVICS FOR (NON MUSLIMS)	
			ISLAMIC STUDIES	
28/12/2019	Saturday	9:00 A.M	ROOMS DIVISION (I)	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2019	Saturday	1:30 P.M	FOOD & BEVERAGE DIVISION (II)	
23/12/2019	Monday	1:30 P.M	URDU-II	
24/12/2019	Tuesday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
26/12/2019	Thursday	1:30 P.M	ROOMS DIVISION (II)	
28/12/2019	Saturday	1:30 P.M	ENGLISH-II	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
30/12/2019	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION (I) (PRACTICAL)	
31/12/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
01/01/2020	Wednesday	9:00 A.M	ROOMS DIVISION (I) (PRACTICAL)	
02/01/2020	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
03/01/2020	Friday	9:00 A.M	RESEARCH PROJECT (I) (PRACTICAL)	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
30/12/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I) (PRACTICAL)	
31/12/2019	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION (II) (PRACTICAL)	
01/01/2020	Wednesday	1:30 P.M	ROOMS DIVISION (II) (PRACTICAL)	
02/01/2020	Thursday	1:30 P.M	RESEARCH PROJECT -II (PRACTICAL)	



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

New Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2019	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS	
20/12/2019	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY-I	
21/12/2019	Saturday	9:00 A.M	PERSONALITY DEVELOPMENT	
23/12/2019	Monday	9:00 A.M	ENGLISH-I	
24/12/2019	Tuesday	9:00 A.M	URDU-I	
26/12/2019	Thursday	9:00 A.M	FOOD & BEVERAGE DIVISION-I	
27/12/2019	Friday	9:00 A.M	ISLAMIC STUDIES CIVICS (FOR NON MUSLIMS)	
28/12/2019	Saturday	9:00 A.M	ROOMS DIVISION-I	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2019	Saturday	1:30 P.M	FOOD & BEVERAGE DIVISION-II	
23/12/2019	Monday	1:30 P.M	URDU-II	
24/12/2019	Tuesday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (
26/12/2019	Thursday	1:30 P.M	ROOMS DIVISION-II	
28/12/2019	Saturday	1:30 P.M	ENGLISH-II	
01/01/2020	Wednesday	1:30 P.M	PAKISTAN STUDIES	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
30/12/2019	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION-I (PRACTICAL)	
31/12/2019	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
01/01/2020	Wednesday	9:00 A.M	ROOMS DIVISION-I (PRACTICAL)	
02/01/2020	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
03/01/2020	Friday	9:00 A.M	RESEARCH PROJECT-I (PRACTICAL)	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
30/12/2019	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (
31/12/2019	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION-II (PRACTICAL)	
01/01/2020	Wednesday	1:30 P.M	ROOMS DIVISION-II (PRACTICAL)	
02/01/2020	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 20 pages and they will not be provided any extra sheet. Therefore, they should not waste any page by making Margins / Borders.
- 10- If Extra Sheet is demanded by the candidate then issue him/her a new Answer Book instead of Extra Sheet.

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.

(MUHAMMAD MUNAWAR HUSSAIN)
CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION
LAHORE