



# PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Phone #: 042-99260209, 99260272, 99260271 Website www.pbte.edu.pk E-Mail: coe.pbte@yahoo.com , commercepbte@gmail.com

**DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## Old Course

### (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON-MUSLIM STUDENTS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH LANGUAGE	
08/12/2020	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
09/12/2020	Wednesday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
11/12/2020	Friday	9:00 A.M	URDU LANGUAGE	
15/12/2020	Tuesday	9:00 A.M	STATISTICS	
			MATHEMATICS-I	
16/12/2020	Wednesday	1:30 P.M	INFORMATION TECHNOLOGY	
18/12/2020	Friday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

### (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH	
10/12/2020	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
12/12/2020	Saturday	1:30 P.M	URDU	
14/12/2020	Monday	1:30 P.M	HOTEL MANAGEMENT	
			COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
16/12/2020	Wednesday	9:00 A.M	MATHEMATICS-II	
			FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
17/12/2020	Thursday	1:30 P.M	ECONOMICS	

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2020	Saturday	9:00 A.M	PROJECT	



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**DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## New Course

(THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON MUSLIM STUDENTS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH LANGUAGE	
08/12/2020	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
09/12/2020	Wednesday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
11/12/2020	Friday	9:00 A.M	URDU LANGUAGE	
15/12/2020	Tuesday	9:00 A.M	MATHEMATICS-I	
			STATISTICS	
16/12/2020	Wednesday	1:30 P.M	INFORMATION TECHNOLOGY	
18/12/2020	Friday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

(THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
10/12/2020	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
16/12/2020	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
17/12/2020	Thursday	1:30 P.M	ECONOMICS	

(PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
19/12/2020	Saturday	9:00 A.M	PROJECT	





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**DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## Old Course

### (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH-I	
08/12/2020	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
09/12/2020	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
11/12/2020	Friday	9:00 A.M	URDU-I	
15/12/2020	Tuesday	9:00 A.M	PRINCIPLES OF MARKETING	
			RISK INSURANCE	
			BUSINESS MATHEMATICS & STATISTICS	
16/12/2020	Wednesday	1:30 P.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
18/12/2020	Friday	9:00 A.M	PRINCIPLES OF COMMERCE	
19/12/2020	Saturday	1:30 P.M	ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
			PRINCIPLES OF BANKING	
22/12/2020	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
23/12/2020	Wednesday	9:00 A.M	ENGLISH TYPING	3
		1:30 P.M	URDU TYPING	3
		9:00 A.M	ENGLISH TYPING	4
		1:30 P.M	URDU TYPING	4

### (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
09/12/2020	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
10/12/2020	Thursday	1:30 P.M	BUSINESS I.T-II	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	COMMUNICATION SKILLS	
16/12/2020	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
17/12/2020	Thursday	1:30 P.M	PRINCIPLES OF ECONOMICS	
19/12/2020	Saturday	9:00 A.M	E-BANKING	
			ADVERTISING	
			BUSINESS ENVIRONMENT	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			URDU SHORTHAND-II THEORY & SPEED	
			APPLIED ACCOUNTING COMPUTER BASED	
			APPLIED ACCOUNTING MANUAL	
21/12/2020	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), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## Old Course

### (PRACTICAL)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
24/12/2020	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
26/12/2020	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

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
24/12/2020	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
26/12/2020	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
28/12/2020	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
29/12/2020	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





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**DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## New Course

(THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH-I	
08/12/2020	Tuesday	9:00 A.M	FINANCIAL ACCOUNTING-I	
09/12/2020	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
11/12/2020	Friday	9:00 A.M	URDU-I	
15/12/2020	Tuesday	9:00 A.M	RISK INSURANCE	
			BUSINESS MATHEMATICS & STATISTICS	
			PRINCIPLES OF MARKETING	
16/12/2020	Wednesday	1:30 P.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
18/12/2020	Friday	9:00 A.M	PRINCIPLES OF COMMERCE	
19/12/2020	Saturday	1:30 P.M	ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
			PRINCIPLES OF BANKING	
22/12/2020	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
23/12/2020	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)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
09/12/2020	Wednesday	9:00 A.M	BUSINESS I.T-I (THEORY)	
10/12/2020	Thursday	1:30 P.M	BUSINESS I.T.-II	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	COMMUNICATION SKILLS	
16/12/2020	Wednesday	9:00 A.M	FINANCIAL ACCOUNTING-II	
17/12/2020	Thursday	1:30 P.M	PRINCIPLES OF ECONOMICS	
19/12/2020	Saturday	9:00 A.M	E-BANKING	
			BUSINESS ENVIRONMENT	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			ADVERTISING	
			URDU SHORTHAND-II THEORY & SPEED	
			COMPUTER BASED ACCOUNTING	
			APPLIED ACCOUNTING MANUAL	
21/12/2020	Monday	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 , 2020 / Special (Covid-19) Examination , 2020**

## New Course

(PRACTICAL)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
24/12/2020	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
26/12/2020	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

(PRACTICAL)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
24/12/2020	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
26/12/2020	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
28/12/2020	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
29/12/2020	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





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**DIPLOMA IN CULINARY ARTS (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH-I	
08/12/2020	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
09/12/2020	Wednesday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I	
11/12/2020	Friday	9:00 A.M	URDU-I	
14/12/2020	Monday	9:00 A.M	THE PROFESSIONAL CHEF-I	

## (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
10/12/2020	Thursday	1:30 P.M	THE PROFESSIONAL CHEF-II	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	FOOD SAFETY MANAGING WITH THE HACCP	

## (PRACTICAL)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
15/12/2020	Tuesday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I (PRACTICAL)	
16/12/2020	Wednesday	9:00 A.M	THE PROFESSIONAL CHEF-I (PRACTICAL)	
17/12/2020	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	

## (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
15/12/2020	Tuesday	1:30 P.M	FOOD SAFETY MANAGING WITH THE HACCP	
16/12/2020	Wednesday	1:30 P.M	THE PROFESSIONAL CHEF-II (PRACTICAL)	



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**DIPLOMA IN HOTEL OPERATIONS (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020**

## Old Course

### (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH-I	
08/12/2020	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
09/12/2020	Wednesday	9:00 A.M	ROOMS DIVISION (I)	
11/12/2020	Friday	9:00 A.M	URDU-I	
15/12/2020	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT	
16/12/2020	Wednesday	1:30 P.M	FOOD & BEVERAGE DIVISION (I)	
18/12/2020	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	

### (PRACTICAL)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2020	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION (I) (PRACTICAL)	
22/12/2020	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
23/12/2020	Wednesday	9:00 A.M	ROOMS DIVISION (I) (PRACTICAL)	
24/12/2020	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
26/12/2020	Saturday	9:00 A.M	RESEARCH PROJECT (I) (PRACTICAL)	

### (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
10/12/2020	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION (II)	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
17/12/2020	Thursday	1:30 P.M	ROOMS DIVISION (II)	

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2020	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
22/12/2020	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION (II) (PRACTICAL)	
23/12/2020	Wednesday	1:30 P.M	ROOMS DIVISION (II) (PRACTICAL)	
24/12/2020	Thursday	1:30 P.M	RESEARCH PROJECT -II (PRACTICAL)	





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## DIPLOMA IN HOTEL OPERATIONS (PART-I & II), Second Annual Examination , 2020 / Special (Covid-19) Examination , 2020

### New Course

#### (THEORY)

#### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
04/12/2020	Friday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
05/12/2020	Saturday	1:30 P.M	ENGLISH-I	
08/12/2020	Tuesday	9:00 A.M	COMPUTER FUNDAMENTALS	
09/12/2020	Wednesday	9:00 A.M	ROOMS DIVISION-I	
11/12/2020	Friday	9:00 A.M	URDU-I	
15/12/2020	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT	
16/12/2020	Wednesday	1:30 P.M	FOOD & BEVERAGE DIVISION-I	
18/12/2020	Friday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY-I	

#### (THEORY)

#### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
03/12/2020	Thursday	1:30 P.M	PAKISTAN STUDIES	
07/12/2020	Monday	1:30 P.M	ENGLISH-II	
10/12/2020	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION-II	
12/12/2020	Saturday	1:30 P.M	URDU-II	
14/12/2020	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I	
17/12/2020	Thursday	1:30 P.M	ROOMS DIVISION-II	

#### (PRACTICAL)

#### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2020	Monday	9:00 A.M	FOOD & BEVERAGE DIVISION-I (PRACTICAL)	
22/12/2020	Tuesday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
23/12/2020	Wednesday	9:00 A.M	ROOMS DIVISION-I (PRACTICAL)	
24/12/2020	Thursday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
26/12/2020	Saturday	9:00 A.M	RESEARCH PROJECT-I (PRACTICAL)	

#### (PRACTICAL)

#### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2020	Monday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I	
22/12/2020	Tuesday	1:30 P.M	FOOD & BEVERAGE DIVISION-II (PRACTICAL)	
23/12/2020	Wednesday	1:30 P.M	ROOMS DIVISION-II (PRACTICAL)	
24/12/2020	Thursday	1:30 P.M	RESEARCH PROJECT (PRACTICAL)	



# PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Phone #: 042-99260209, 99260272, 99260271 Website www.pbte.edu.pk E-Mail: coe.pbte@yahoo.com , commercepbte@gmail.com

## 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.
- 11- Entry in Examination Centre is not allowed without wearing of face mask.
- 12- Implementation on SOP'S issued by the Government regarding Corona Virus (COVID-19) is compulsory.

### 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