To

All Principals,
Govt. Colleges of Commerce / Govt. Institutes of Commerce,
Govt. College of Technology for Women,
All affiliated Institutes (Commerce) with P.B.T.E, Lahore.

Subject: Model Papers For D.Com / DBA (Part-II) For Annual Examination 2013 and Onward

Punjab Board of Technical Education is in the process of streamlining examination system with the objective to upgrade it with the objective to upgrade it with the global standards.

Accordingly, Model Papers for D.Com / DBA (Part-II) in the subjects of Principles of Economics, Financial Accounting-II, English Shorthand-II, Communication Skills, Business I.T – II, Economics, Computer Application To Business-II have been designed and are available at PBTE website i.e www.pbte.edu.pk (Academics Section) for the guidance of students and teachers. The pattern of the model papers of the common subjects English, Urdu & Pakistan Studies of D.Com / DBA (Part-II) will be similar as pattern of BISE / General Education. The sample of syllabus breakdown scheme, marks breakdown scheme and instructions of 50 & 100 marks papers for the model paper pattern of other papers of D.Com / DBA (Part-II) are also attached herewith and are also available at PBTE website.

It is further added that the new pattern elaborated in these model papers will be implemented from 1st Annual Examination 2013. There is no change in syllabus and only pattern of the papers is changed which will be implemented for all students whether fresh or old w.e.f annual examination 2013 & onward.

Secretary

CC To:
1. PS to Chairman, PBTE, Lahore.
2. PA to General Manager (Academics), TEVTA, Lahore.
3. PA to Secretary, PBTE, Lahore.
4. PA to Controller of Examinations, PBTE, Lahore.
5. All Zonal Managers, TEVTA, Lahore.
6. All District Managers, TEVTA, Lahore.
7. The Senior Research Officer, PBTE, Lahore.
8. The Deputy Secretary, PBTE, Lahore.
9. The Manager (Curriculum), TEVTA, Lahore.
10. The Deputy Controller of Examinations (Conduct), PBTE, Lahore.
11. The Deputy Controller of Examinations (Secrecy), PBTE, Lahore.
12. The Incharge Computer Section, PBTE, Lahore.
13. The Assistant Controller of Examinations (Secrecy), PBTE, Lahore with the directions to send these instructions to the paper setters.
14. The Assistant Controller of Examinations (P&P-I&II), PBTE, Lahore.
15. The Assistant Controller of Examinations (Commerce), PBTE, Lahore.
## SYLLABUS BREAKDOWN SCHEME OF 50 MARKS PAPER
### FOR D.COM / DBA (PART-II)

Total Marks: 50 (One Contact Hour / Week)

<table>
<thead>
<tr>
<th>PAPER</th>
<th>Topic No.</th>
<th>Contents</th>
<th>Contact Hours</th>
<th>MCQs</th>
<th>Short Questions</th>
<th>Long Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3 Portion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
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<td>1</td>
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<tr>
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<td>32</td>
<td>10</td>
<td>18</td>
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<td>3</td>
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### MARKS BREAKDOWN SCHEME

<table>
<thead>
<tr>
<th>Paper</th>
<th>Objective Part</th>
<th>Subjective Part</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(10 x 1) = 10</td>
<td>Section I: Short Questions</td>
<td>50</td>
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<tr>
<td></td>
<td></td>
<td>(12 x 2) = 24</td>
<td>Section II: Long Questions</td>
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<tr>
<td>Time</td>
<td>15 Minutes</td>
<td>2 Hours</td>
<td>2 H 15 Min</td>
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PAPER SETTER MUST COMPLETE THE ABOVE PROFORMA BEFORE SETTING THE QUESTION PAPER AND RETURN THE SAME WITH THE QUESTION PAPER.

**INSTRUCTIONS:**

1. Objective part will consist of 10 MCQs of 1 mark each.
2. Subjective part will be comprising upon two sections:
   - Section-I contains 18 short questions out of which 12 will be attempted of 2 marks each.
   - Section-II contains 3 long questions out of which 2 will be attempted of 8 marks each.
3. In Section-II, each long question will consist of two parts of 4 marks each or one complete question of 8 marks.
4. For 3 long questions divide syllabus into THREE EQUAL PORTIONS on the basis of CONTACT HOURS as mentioned in the syllabus and set one question from each portion.
5. The statement of short and long questions should be brief and be clear for easy understanding and avoiding wastage of time of candidate.

14. The Assistant Controller of Examinations (P&P-I&II), PBTE, Lahore.
15. The Assistant Controller of Examinations (Commerce), PBTE, Lahore.
### SYLLABUS BREAKDOWN SCHEME OF 100 MARKS PAPER
FOR D.COM / DBA (PART-II)

**Course Name & Code:**

**Total Marks:** 100 (Two Contact Hours / Week)

<table>
<thead>
<tr>
<th>PAPER</th>
<th>Topic No.</th>
<th>Contents</th>
<th>Contact Hours</th>
<th>MCQs</th>
<th>Short Questions</th>
<th>Long Questions</th>
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</thead>
<tbody>
<tr>
<td>1/5 Portion</td>
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<tr>
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<tr>
<td>1/5 Portion</td>
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<td>20</td>
<td>37</td>
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### MARKS BREAKDOWN SCHEME

<table>
<thead>
<tr>
<th>Paper</th>
<th>Objective Part</th>
<th>Subjective Part</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Section I: Short Questions &amp; Section II: Long Questions</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(20 x 1) = 20 &amp; (25 x 2) = 50 &amp; (3 x 10) = 30</td>
<td>100</td>
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<tr>
<td>Time</td>
<td>30 Minutes</td>
<td>2 Hours 30 Minutes</td>
<td>3 Hours</td>
</tr>
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</table>

PAPER SETTER MUST COMPLETE THE ABOVE PROFORMA BEFORE SETTING THE QUESTION PAPER AND RETURN THE SAME WITH THE QUESTION PAPER.

**INSTRUCTIONS:**

1. Objective part will consist of 20 MCQs of 1 mark each.
2. Subjective part will be comprising upon two sections:
   - Section-I contains 37 short questions out of which 25 will be attempted of 2 marks each.
   - Section-II contains 5 long questions out of which 3 will be attempted of 10 marks each.
3. In Section-II, each long question will consist of two parts of 5 marks each or one complete question of 10 marks.
4. For 5 long questions divide syllabus into FIVE EQUAL PORTIONS on the basis of CONTACT HOURS as mentioned in the syllabus and set one question from each portion.
5. The statement of short and long questions should be brief and be clear for easy understanding and avoiding wastage of time of candidate.