



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A, Kashmir Block Allama Iqbal Town, Lahore

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RD & QA Section Tel # 37800025

Ref #:- PBTE/RD&QA/2014/411

Dated:- 04-07-14

To

All Principals,
Affiliated Institutes for Computer Operator with PBTE.

Subject: - **IMPLEMENTATION OF SYLLABUS BREAKDOWN SCHEME / MARKS
BREAKDOWN SCHEME FOR COMPUTER OPERATOR (ONE YEAR)**

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

Accordingly the syllabus / marks breakdown scheme and the instruction of 50, 100 & 150 marks papers have been prepared for Computer Operator Course (copy enclosed) and will be available on the PBTE website ie. www.pbte.edu.pk. The students who are under going the classes of Computer Operator (One year) will be examined accordingly.


SECRETARY
PTI

CC to

- 1) P.A to Chairman, PBTE, Lahore
- 2) P.A to Secretary, PBTE, Lahore
- 3) P.A to Controller of Examinations, PBTE, Lahore
- 4) P.A to General Manager (Operations) TEVTA, Lahore
- 5) All Zonal Managers TEVTA
- 6) P.A to General Manager (Academics), TEVTA, Lahore
- 7) The Manager (Curriculum), TEVTA Lahore.
- 8) The Senior Research Officer, PBTE, Lahore
- 9) The Deputy Controller of Examinations (Conduct), PBTE, Lahore
- 10) The Deputy Controller of Examinations (Secrecy), PBTE, Lahore
- 11) The In-charge Computer Section, PBTE, Lahore
- 12) The Assistant Controller (Vocational), PBTE, Lahore
- 13) The Assistant Controller (Secrecy), PBTE, Lahore
- 14) The Assistant Controller (P&P-ii), PBTE, Lahore
- 15) The Assistant Secretary (Registration), PBTE, Lahore
- ✓ 16) The Web Administrator, PBTE, Lahore for web hosting

**SYLLABUS BREAKDOWN SCHEME OF 50 MARKS PAPER
FOR COMPUTER OPERATOR (1 YEAR)**

Course Name & Code: _____

Total Marks: 50

PAPER						
	Topic No.	Contents	Contact Hours	MCQs	Short Questions	Long Questions
1/3 Portion						1
1/3 Portion						1
1/3 Portion						1
TOTAL			20	10	18	3

MARKS BREAKDOWN SCHEME				
Paper	Objective Part	Subjective Part		Total Marks
		Section I: Short Questions	Section II: Long Questions	
-	(10 x 1) = 10	(12 x 2) = 24	(2 x 8) = 16	50
Time	15 Minutes	2 Hours		2 H 15 Min

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

INSTRUCTIONS:

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

**SYLLABUS BREAKDOWN SCHEME OF 100 MARKS PAPER
FOR COMPUTER OPERATOR (1 YEAR)**

Course Name & Code: _____

Total Marks: 100

PAPER						
	Topic No.	Contents	Contact Hours	MCQs	Short Questions	Long Questions
1/5 Portion						1
1/5 Portion						1
1/5 Portion						1
1/5 Portion						1
TOTAL			40	20	37	5

MARKS BREAKDOWN SCHEME				
Paper	Objective Part	Subjective Part		Total Marks
		Section I: Short Questions	Section II: Long Questions	
-	(20 x 1) = 20	(25 x 2) = 50	(3 x 10) = 30	100
Time	30 Minutes	2 Hours 30 Minutes		3 Hours

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

INSTRUCTIONS:

- Objective part will consist of **20 MCQs** of **1 mark** each.
- 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.
- In Section-II, each long question will consist of two parts of 5 marks each or one complete question of 10 marks.
- For **5 long questions** divide syllabus into **FIVE EQUAL PORTIONS** on the basis of **CONTACT HOURS** as mentioned in the syllabus and set one questions from each portion.
- The statement of short and long questions should be brief and be clear for easy understanding and avoiding wastage of time of candidate.

**SYLLABUS BREAKDOWN SCHEME OF 150 MARKS PAPER
FOR COMPUTER OPERATOR (1 YEAR)**

Course Name & Code: _____

Total Marks: 150

PAPER						
	Topic No.	Contents	Contact Hours	MCQs	Short Questions	Long Questions
1/5 Portion						1
1/5 Portion						1
1/5 Portion						1
1/5 Portion						1
1/5 Portion						1
TOTAL			60	20	37	5

MARKS BREAKDOWN SCHEME				
Paper	Objective Part	Subjective Part		Total Marks
		Section I: Short Questions	Section II: Long Questions	
-	(20 x 1) = 20	(25 x 4) = 100	(3 x 10) = 30	150
Time	30 Minutes	2 Hours 30 Minutes		3 Hours

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

INSTRUCTIONS:

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