



# 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 , 2018**

## Old Course

### (THEORY)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
21/12/2018	Friday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON-MUSLIM STUDENTS)	
26/12/2018	Wednesday	1:30 P.M	ENGLISH LANGUAGE	
27/12/2018	Thursday	1:30 P.M	FINANCIAL ACCOUNTING-I	
29/12/2018	Saturday	1:30 P.M	INFORMATION TECHNOLOGY	
01/01/2019	Tuesday	9:00 A.M	URDU LANGUAGE	
02/01/2019	Wednesday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-I	
04/01/2019	Friday	9:00 A.M	MATHEMATICS-I	
			STATISTICS	
08/01/2019	Tuesday	1:30 P.M	PRINCIPLES OF COMMERCE & MANAGEMENT	

### (THEORY)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
20/12/2018	Thursday	1:30 P.M	PAKISTAN STUDIES	
22/12/2018	Saturday	9:00 A.M	ENGLISH	
29/12/2018	Saturday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-II	
31/12/2018	Monday	1:30 P.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
02/01/2019	Wednesday	9:00 A.M	URDU	
03/01/2019	Thursday	1:30 P.M	COMMERCIAL GEOGHRAPHY	
			IMPORT & EXPORT PROCEDURE	
			HOTEL MANAGEMENT	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
05/01/2019	Saturday	1:30 P.M	MATHEMATICS-II	
05/01/2019	Saturday	1:30 P.M	ECONOMICS	

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/01/2019	Wednesday	1:30 P.M	PROJECT	



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**New Course**

**(THEORY)**

**PART-I**

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			ETHICS (FOR NON MUSLIM STUDENTS)	
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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) and DBA (Project) 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 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 to the Typewriters available. Each group will consist of minimum 20 students. Each set of question papers will be used according to the date sheet. 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 there is no Typing Machine. 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 conduct section - I 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 300 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 and when informed / grouped by the Principal.
- 6- Local Holiday will not affect the examination.
- 7- The original attendance chart / memo of theory exam may be sent to Deputy Controller Conduct.
- 8- A copy of attendance Chart / memo of theory exam attached with the solved Answer books bundle and practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.

### **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. P.R.O. PBTE, to please publish it in the Print & Electronic Media/News Item.

  
**CONTROLLER OF EXAMINATIONS**  
 PUNJAB BOARD OF TECHNICAL EDUCATION  
 LAHORE

