



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

DOM

Annual Examination , 2016

DIPLOMA IN OFFICE MANAGEMENT ONE YEAR

DATE	DAY	TIME	SUBJECTS
15/12/2016	Thursday	8:30 A.M	SH. TRANS SHORTHAND TRANSCRIPTION (PAPER-A)
16/12/2016	Friday	8:30 A.M	COMP. COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS 2000, INTERNET)
17/12/2016	Saturday	8:30 A.M	OFF. ADMN OFFICE ADMINISTRATION-3 (PERSONNEL & OFFICE MANAGEMENT)
19/12/2016	Monday	8:30 A.M	BUS. ENG BUSINESS ENGLISH
20/12/2016	Tuesday	8:30 A.M	BUS. URDU BUSINESS URDU
21/12/2016	Wednesday	8:30 A.M	SH. TRANS SHORTHAND TRANSCRIPTION (PAPER-B)
22/12/2016	Thursday	8:30 A.M	COMP. COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS 2000, INTERNET)

- 1-The practical Examination will be started w.e. ~~26-12-16~~ at ~~8-30 AM~~
- 2- The Grouping of students will be done in consultation with the Principal concerned.
- 3- Project Presentation will be conducted in Parent Institute.
- 4- Local Holiday will not affect the examination schedule.
- 5-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 will be held responsible for any consequences.

CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE