

PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Ph: 042- 37800187, 37800125, Exchange: 37800279, 37800088-89, Ext: 127 FAX # 042- 37800255 Website: www.pbte.edu.pk e mail address:commerce@pbte.edu.pk.

DATE SHEET

DIPLOMA IN COMMERCE (D.COM PART-I & II) 2nd ANNUAL EXAMINATION 2013

D.COM PART-I

(THE OBJECTIVE TYPE PORTION IN ALL PAPERS WILL BE OPENED FIRST)

D.COM PART-II

DATE	DAY	TIME	SUBJECTS (THEORY)	GROUP
19/12/2013	Thursday	8:30 AM	i) Islamic Studies (Common with DBA & DHO Part-I) DDM 1 st Year	
			ii) Civics for Non Muslim candidates	
20/12/2013	Friday	8:30 AM	English-I (Common with DBA & DHO Part-I) DDM 1 st Year	
21/12/2013	Saturday	8:30 AM	Principles of Commerce	
23/12/2013	Monday	8:30 AM	i) Principles of Banking	
			ii) English/Urdu Shorthand-I (Part-I Portion will be opened first at 8:30 AM	
24/12/2013	Tuesday	8:30 AM	i) Currency & Finance	
			ii) Risk Insurance	
			iii) Principles of Salesmanship	
26/12/2013	Thursday	8:30 AM	Financial Accounting-I	
27/12/2013	Friday	8:30 AM	Business Information Technology-I (Common with D.Com English/Urdu Shorthand Group Part-II)	
28/12/2013	Saturday	8:30 AM	Urdu-I (Common with DBA & DHO Part-I) DDM 1 st Year	
30/12/2013	Monday	8:30 AM	i) Business Mathematics & Statistics	
			ii) Insurance Practice-I	
			iii) Principles of Marketing	
01/01/2014	Wednesday	8:30 AM	English/Urdu Typing	I
		1:30 PM	English/Urdu Typing	II

DATE	DAY	TIME	SUBJECTS (THEORY)
19/12/2013	Thursday	1:30 PM	Pakistan Studies (Common with DBA & DHO Part-II) DDM-II
21/12/2013	Saturday	1:30 PM	Business Information Technology-II
23/12/2013	Monday	1:30 PM	Urdu -II (Common with DBA & DHO Part-II) DDM-II
24/12/2013	Tuesday	1:30 PM	Communication Skills
26/12/2013	Thursday	1:30 PM	Principles of Economics
27/12/2013	Friday	8:30 AM	Business Information Technology-I (Common with D.Com Part-I English/Urdu Shorthand Group Part-II)
28/12/2013	Saturday	1:30 PM	i) <u>Insurance Practice-II.</u>
			ii) <u>Computer Based Correspondence. Office Practice & Procedures.</u>
			iii) <u>Entrepreneurship.</u>
30/12/2013	Monday	1:30 PM	Financial Accounting-II
31/12/2013	Tuesday	1:30 PM	English -II (Common with DBA & DHO part-II) DDM-II
01/01/2014	Wednesday	1:30 PM	i) Applied Accounting Computer Based
			ii) Applied Accounting Manual
			iii) E-Banking
			iv) English/Urdu Shorthand -II Part-I portion will be opened first at 1:30 PM.
			v) Advertising
			vi) Business Environment

P.T.O

(D.COM PART-I)

DATE	DAY	TIME	SUBJECTS (PRACTICAL)	GROUP
02/01/2014	Thursday	8:30 AM	BUSINESS I.T -I	I
		9:30 AM	BUSINESS I.T -I	II
		10:30 AM	BUSINESS I.T -I	III
		11:30 AM	BUSINESS I.T -I	IV
		12:30 PM	BUSINESS I.T -I	V
		2:30 PM	BUSINESS I.T -I	VI

(D.COM PART-II)

DATE	DAY	TIME	SUBJECTS (PRACTICAL)	GROUP
04/01/2014	Saturday	8:30 AM	BUSINESS I.T -II	I
		10:15 AM	BUSINESS I.T -II	II
		12:00 PM	BUSINESS I.T -II	III
		2:30 PM	BUSINESS I.T -II	IV
		4:00 PM	BUSINESS I.T -II	V

IMPORTANT INSTRUCTIONS

Note: - Please read the following instructions carefully to avoid any complication.

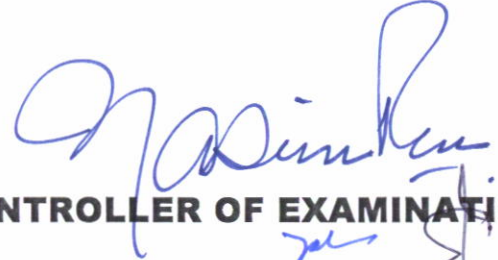
1. The Examination of Business Information Technology (Practical) will be conducted in computer labs of the concerned institute. The candidates will be divided into groups according to the available computers, each group will consist of at least 20 students. Each set of question papers will be used according to the group date and time given in the date sheet.
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 group date & time given in the date sheet. It may be ensured that before the distribution of objective type portion (Part-I), Typing Machines should be kept away from the students or the examination of this part of paper should be conducted in a room where *no* Typing Machine is lying. Superintendent and Deputy Superintendent of the Examination Centre will perform their duties for typing examination at the institute to which the students belong. In case of non availability of supervisory staff, the Typing Examination will be conducted by the Distributing Inspector in addition to his own duties.
3. Less than 50 candidates in English/Urdu Shorthand Part-I & II (speed) will be considered one group. Shorthand dictation will be delivered to each group at the same time in a separate rooms by different teachers. In case of merging institutes the dictation will be delivered to own candidates by the each concerned teacher.
4. The candidates will take (BIT & II) practical examination in their own institutes by the External Examiners appointed by the principal of the concerned institute on behalf of Punjab Board of Technical Education, Lahore.
5. The Principal or his nominee will perform the duty as Resident Inspector during the practical examination. The practical question papers will be kept under the safe custody of Principal/Resident Inspector.
6. The students of D.Com Part-II who are appearing in BIT-I (Office Secretarial Practice Group) will take the practical examination along with the students of D.Com Part-I(BIT-I) on 02/01/2014 as informed/grouped by the principal (in case a candidate of part-II is to appear in both English/Urdu Typing in part-I(E.T & U.T) &Business Information Technology-I(BIT-I) of part- II, he may be grouped in different dates).
7. Local Holiday will not affect the examination of this Board.

ATTENTION:-

The supervisory staff is requested to open the envelopes containing question papers according to the date & time as given in the date sheet. In case of wrong opening of question papers the supervisory staff & Distributing Inspector will be held responsible for the consequences/ recovery of the cost incurred on re-conduct of the said papers.

CC TO:

1. Web Administrator PBTE. To please upload the date sheet on the website of the Board www.pbte.edu.Pk
2. P.R.O PBTE. to please arrange for publishing/announcement it in Print & Electronic Media, as news item.


CONTROLLER OF EXAMINATIONS