



# PUNJAB BOARD OF TECHNICAL EDUCATION

21-A Kashmir Block, Allama Iqbal Town, Lahore

Phone #: 042-99260209, 99260272, 99260271 Website www.pbte.edu.pk E-Mail: coe.pbte@yahoo.com , commercepbte@gmail.com

DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2021



## New Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	FINANCIAL ACCOUNTING-I	
10/12/2021	Friday	9:00 A.M	BUSINESS MATHEMATICS & STATISTICS	
			RISK INSURANCE	
			PRINCIPLES OF MARKETING	
11/12/2021	Saturday	9:00 A.M	ENGLISH SHORTHAND-I	
			PRINCIPLES OF BANKING	
			INSURANCE PRACTICE-I	
			URDU SHORTHAND-I	
13/12/2021	Monday	9:00 A.M	BUSINESS I.T-I (THEORY)	
14/12/2021	Tuesday	9:00 A.M	CURRENCY & FINANCE	
			PRINCIPLES OF SALESMANSHIP	
15/12/2021	Wednesday	9:00 A.M	ENGLISH TYPING	1
		9:00 A.M	URDU TYPING	1
		1:30 P.M	ENGLISH TYPING	2
		1:30 P.M	URDU TYPING	2
16/12/2021	Thursday	9:00 A.M	PRINCIPLES OF COMMERCE	
17/12/2021	Friday	9:00 A.M	URDU-I	
18/12/2021	Saturday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
20/12/2021	Monday	9:00 A.M	ENGLISH-I	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	BUSINESS I.T.-II	
10/12/2021	Friday	02:00 P.M	COMMUNICATION SKILLS	
11/12/2021	Saturday	1:30 P.M	FINANCIAL ACCOUNTING-II	
13/12/2021	Monday	9:00 A.M	BUSINESS I.T-I (THEORY)	
14/12/2021	Tuesday	1:30 P.M	BUSINESS ENVIRONMENT	
			ADVERTISING	
			COMPUTER BASED ACCOUNTING	
			E-BANKING	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			APPLIED ACCOUNTING MANUAL	
			URDU SHORTHAND-II THEORY & SPEED	
16/12/2021	Thursday	1:30 P.M	INSURANCE PRACTICE-II	
			ENTREPRENEURSHIP	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	
17/12/2021	Friday	02:00 P.M	PRINCIPLES OF ECONOMICS	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	



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DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2021

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## New Course

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
23/12/2021	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
23/12/2021	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
24/12/2021	Friday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		2:30 P.M	BUSINESS I.T-II (PROJECT)	4
		3:30 P.M	BUSINESS I.T-II (PROJECT)	5
		4:30 P.M	BUSINESS I.T-II (PROJECT)	6
27/12/2021	Monday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6



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**DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2021**

Old Course

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(THEORY)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	FINANCIAL ACCOUNTING-I	
10/12/2021	Friday	9:00 A.M	RISK INSURANCE	
			PRINCIPLES OF MARKETING	
			BUSINESS MATHEMATICS & STATISTICS	
11/12/2021	Saturday	9:00 A.M	INSURANCE PRACTICE-I	
			ENGLISH SHORTHAND-I	
			URDU SHORTHAND-I	
			PRINCIPLES OF BANKING	
13/12/2021	Monday	9:00 A.M	BUSINESS I.T-I (THEORY)	
14/12/2021	Tuesday	9:00 A.M	PRINCIPLES OF SALESMANSHIP	
			CURRENCY & FINANCE	
15/12/2021	Wednesday	9:00 A.M	ENGLISH TYPING	1
		1:30 P.M	ENGLISH TYPING	2
		9:00 A.M	URDU TYPING	1
		1:30 P.M	URDU TYPING	2
16/12/2021	Thursday	9:00 A.M	PRINCIPLES OF COMMERCE	
17/12/2021	Friday	9:00 A.M	URDU-I	
18/12/2021	Saturday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS FOR (NON MUSLIMS)	
20/12/2021	Monday	9:00 A.M	ENGLISH-I	

(THEORY)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	BUSINESS I.T-II	
10/12/2021	Friday	02:00 P.M	COMMUNICATION SKILLS	
11/12/2021	Saturday	1:30 P.M	FINANCIAL ACCOUNTING-II	
13/12/2021	Monday	9:00 A.M	BUSINESS I.T-I (THEORY)	
14/12/2021	Tuesday	1:30 P.M	BUSINESS ENVIRONMENT	
			ADVERTISING	
			APPLIED ACCOUNTING COMPUTER BASED	
			E-BANKING	
			ENGLISH SHORTHAND-II THEORY & SPEED	
			APPLIED ACCOUNTING MANUAL	
16/12/2021	Thursday	1:30 P.M	URDU SHORTHAND-II THEORY & SPEED	
			INSURANCE PRACTICE-II	
			ENTREPRENEURSHIP	
			COMPUTER BASED CORRESPONDANCE, OFFICE PRACTICE & PROCEDURES	
17/12/2021	Friday	02:00 P.M	PRINCIPLES OF ECONOMICS	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	



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**DIPLOMA IN COMMERCE (PART-I & II), Second Annual Examination , 2021**

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## Old Course

### (PRACTICAL)

### PART-I

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
23/12/2021	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6

### (PRACTICAL)

### PART-II

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
23/12/2021	Thursday	9:00 A.M	BUSINESS I.T-I (PRACTICAL)	1
		10:15 A.M	BUSINESS I.T-I (PRACTICAL)	2
		11:30 A.M	BUSINESS I.T-I (PRACTICAL)	3
		12:30 P.M	BUSINESS I.T-I (PRACTICAL)	4
		1:30 P.M	BUSINESS I.T-I (PRACTICAL)	5
		2:30 P.M	BUSINESS I.T-I (PRACTICAL)	6
24/12/2021	Friday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		2:30 P.M	BUSINESS I.T-II (PROJECT)	4
		3:30 P.M	BUSINESS I.T-II (PROJECT)	5
		4:30 P.M	BUSINESS I.T-II (PROJECT)	6
27/12/2021	Monday	9:00 A.M	BUSINESS I.T-II (PROJECT)	1
		10:15 A.M	BUSINESS I.T-II (PROJECT)	2
		11:30 A.M	BUSINESS I.T-II (PROJECT)	3
		12:30 P.M	BUSINESS I.T-II (PROJECT)	4
		1:30 P.M	BUSINESS I.T-II (PROJECT)	5
		2:30 P.M	BUSINESS I.T-II (PROJECT)	6



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DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), Second Annual Examination , 2021

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## New Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	FINANCIAL ACCOUNTING-I	
10/12/2021	Friday	9:00 A.M	MATHEMATICS-I STATISTICS	
11/12/2021	Saturday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
13/12/2021	Monday	9:00 A.M	INFORMATION TECHNOLOGY	
16/12/2021	Thursday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	
17/12/2021	Friday	9:00 A.M	URDU LANGUAGE	
18/12/2021	Saturday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS) ETHICS (FOR NON MUSLIM STUDENTS)	
20/12/2021	Monday	9:00 A.M	ENGLISH LANGUAGE	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
10/12/2021	Friday	02:00 P.M	ECONOMICS	
11/12/2021	Saturday	1:30 P.M	FINANCIAL ACCOUNTING-II FUNDAMENTAL OF MARKETING	
13/12/2021	Monday	1:30 P.M	COMMERCIAL GEOGRAPHY IMPORT & EXPORT PROCEDURE HOTEL MANAGEMENT SALESMANSHIP SMALL BUSINESS MANAGEMENT MATHEMATICS-II	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	PROJECT	



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DIPLOMA IN BUSINESS ADMINISTRATION (PART-I & II), Second Annual Examination , 2021

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## Old Course

(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	FINANCIAL ACCOUNTING-I	
10/12/2021	Friday	9:00 A.M	STATISTICS	
			MATHEMATICS-I	
11/12/2021	Saturday	9:00 A.M	COMPUTER APPLICATION TO BUSINESS-I	
13/12/2021	Monday	9:00 A.M	INFORMATION TECHNOLOGY	
16/12/2021	Thursday	9:00 A.M	PRINCIPLES OF COMMERCE & MANAGEMENT	
17/12/2021	Friday	9:00 A.M	URDU LANGUAGE	
18/12/2021	Saturday	9:00 A.M	ISLAMIAT (FOR MUSLIM STUDENTS)	
			ETHICS (FOR NON-MUSLIM STUDENTS)	
20/12/2021	Monday	9:00 A.M	ENGLISH LANGUAGE	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	COMPUTER APPLICATION TO BUSINESS-II	
10/12/2021	Friday	02:00 P.M	ECONOMICS	
11/12/2021	Saturday	1:30 P.M	FINANCIAL ACCOUNTING-II	
			FUNDAMENTAL OF MARKETING	
13/12/2021	Monday	1:30 P.M	HOTEL MANAGEMENT	
			COMMERCIAL GEOGRAPHY	
			IMPORT & EXPORT PROCEDURE	
			SALESMANSHIP	
			SMALL BUSINESS MANAGEMENT	
			MATHEMATICS-II	
18/12/2021	Saturday	1:30 P.M	URDU	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	PROJECT	



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**DIPLOMA IN HOTEL OPERATIONS (PART-I & II), Second Annual Examination , 2021**

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## New Course

(THEORY)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	ROOMS DIVISION-I	
10/12/2021	Friday	9:00 A.M	PERSONALITY DEVELOPMENT	
11/12/2021	Saturday	9:00 A.M	COMPUTER FUNDAMENTALS	
13/12/2021	Monday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY-I	
14/12/2021	Tuesday	9:00 A.M	FOOD & BEVERAGE DIVISION-I	
17/12/2021	Friday	9:00 A.M	URDU-I	
18/12/2021	Saturday	9:00 A.M	ISLAMIC STUDIES	
			CIVICS (FOR NON MUSLIMS)	
20/12/2021	Monday	9:00 A.M	ENGLISH-I	

(THEORY)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION-II	
10/12/2021	Friday	02:00 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
11/12/2021	Saturday	1:30 P.M	ROOMS DIVISION-II	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	

(PRACTICAL)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	FOOD & BEVERAGE DIVISION-I (PRACTICAL)	
23/12/2021	Thursday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
24/12/2021	Friday	9:00 A.M	ROOMS DIVISION-I (PRACTICAL)	
27/12/2021	Monday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
28/12/2021	Tuesday	9:00 A.M	RESEARCH PROJECT-I (PRACTICAL)	

(PRACTICAL)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
23/12/2021	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION-II (PRACTICAL)	
24/12/2021	Friday	2:30 P.M	ROOMS DIVISION-II (PRACTICAL)	
27/12/2021	Monday	1:30 P.M	RESEARCH PROJECT (PRACTICAL)	



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**DIPLOMA IN HOTEL OPERATIONS (PART-I & II), Second Annual Examination , 2021**

Old Course

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(THEORY)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	ROOMS DIVISION (I)	
10/12/2021	Friday	9:00 A.M	PERSONALITY DEVELOPMENT	
11/12/2021	Saturday	9:00 A.M	COMPUTER FUNDAMENTALS	
13/12/2021	Monday	9:00 A.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
14/12/2021	Tuesday	9:00 A.M	FOOD & BEVERAGE DIVISION (I)	
17/12/2021	Friday	9:00 A.M	URDU-I	
18/12/2021	Saturday	9:00 A.M	ISLAMIC STUDIES CIVICS FOR (NON MUSLIMS)	
20/12/2021	Monday	9:00 A.M	ENGLISH-I	

(THEORY)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION (II)	
10/12/2021	Friday	02:00 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
11/12/2021	Saturday	1:30 P.M	ROOMS DIVISION (II)	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	

(PRACTICAL)

**PART-I**

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	FOOD & BEVERAGE DIVISION (I) (PRACTICAL)	
23/12/2021	Thursday	9:00 A.M	PERSONALITY DEVELOPMENT (PRACTICAL)	
24/12/2021	Friday	9:00 A.M	ROOMS DIVISION (I) (PRACTICAL)	
27/12/2021	Monday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	
28/12/2021	Tuesday	9:00 A.M	RESEARCH PROJECT (I) (PRACTICAL)	

(PRACTICAL)

**PART-II**

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	1:30 P.M	THE LODGING & FOOD SERVICE INDUSTRY (I)	
23/12/2021	Thursday	1:30 P.M	FOOD & BEVERAGE DIVISION (II) (PRACTICAL)	
24/12/2021	Friday	2:30 P.M	ROOMS DIVISION (II) (PRACTICAL)	
27/12/2021	Monday	1:30 P.M	RESEARCH PROJECT -II (PRACTICAL)	





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DIPLOMA IN CULINARY ARTS (PART-I & II), Second Annual Examination , 2021

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(THEORY)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	9:00 A.M	THE PROFESSIONAL CHEF-I	
10/12/2021	Friday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I	
11/12/2021	Saturday	9:00 A.M	COMPUTER FUNDAMENTALS	
17/12/2021	Friday	9:00 A.M	URDU-I	
18/12/2021	Saturday	9:00 A.M	ISLAMIC STUDIES CIVICS (FOR NON MUSLIMS)	
20/12/2021	Monday	9:00 A.M	ENGLISH-I	

(THEORY)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
09/12/2021	Thursday	1:30 P.M	THE PROFESSIONAL CHEF-II	
10/12/2021	Friday	02:00 P.M	FOOD SAFETY MANAGING WITH THE HACCP	
18/12/2021	Saturday	1:30 P.M	URDU-II	
20/12/2021	Monday	1:30 P.M	PAKISTAN STUDIES	
21/12/2021	Tuesday	1:30 P.M	ENGLISH-II	

(PRACTICAL)

PART-I

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	9:00 A.M	FOOD SAFETY MANAGING WITH THE HACCP SYSTEM-I (PRACTICAL)	
23/12/2021	Thursday	9:00 A.M	THE PROFESSIONAL CHEF-I (PRACTICAL)	
24/12/2021	Friday	9:00 A.M	COMPUTER FUNDAMENTALS (PRACTICAL)	

(PRACTICAL)

PART-II

DATE	DAY	TIME	SUBJECT	GROUP
22/12/2021	Wednesday	1:30 P.M	FOOD SAFETY MANAGING WITH THE HACCP	
23/12/2021	Thursday	1:30 P.M	THE PROFESSIONAL CHEF-II (PRACTICAL)	



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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) DBA (Project) and DCA (Practical) 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 provided by the Board, 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 the Typewriters available. Each group will consist of minimum 20 students. Each set of question papers will be opened / used according to the date sheet groups. 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 no any Typing Machine is lying. 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 Commerce Section of 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. 400 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 or direction of the Principal concerned.
- 6- Local Holiday will not affect the examination.
- 7- The attendance chart / memo of theory examination may be sent to Deputy Controller (Conduct). A Copy it may be packed in the bundle containing solved Answer book's
- 8- Practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.
- 9- Centre Superintendent should inform the candidates that they will be provided answer books containing 20 pages and they will not be provided any extra sheet. Therefore, they should not waste any page by making Margins / Borders.
- 10- If Extra Sheet is demanded by the candidate then issue him/her a new Answer Book instead of Extra Sheet.
- 11- Entry in Examination Centre is not allowed without wearing of face mask.
- 12- Implementation on SOP'S issued by the Government regarding Corona Virus (COVID-19) is compulsory.

### **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.

(MUHAMMAD MUNAWAR HUSSAIN)  
CONTROLLER OF EXAMINATIONS  
PUNJAB BOARD OF TECHNICAL EDUCATION  
LAHORE