

# ASSESSMENT & PROMOTION RULES

2017

FOR DIPLOMA IN COMMERCE (D.COM) /  
DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A)



**PUNJAB BOARD OF TECHNICAL EDUCATION**

21-A, Kashmir Block Allama Iqbal Town, Lahore

[www.pbte.edu.pk](http://www.pbte.edu.pk)

# **ASSESSMENT & PROMOTION RULES 2006 AMENDED 2017 FOR DIPLOMA IN COMMERCE (D.COM) / DIPLOMA IN BUSINESS ADMINISTRATION (D.B.A)**

## **Definitions:**

- Boards:** Means the Board of Technical Education in Pakistan.
- Institutions:** Means Institutes Affiliated with the Boards offering D.Com / D.B.A Courses.
- Principal:** Means the Head of Institution affiliated with the Boards.
- Course** Means the subject comprising theory and practical components or any one of them prescribed in the scheme of studies of D.Com / D.B.A.
- Scheme of Studies:** Means a table for D.Com/D.B.A showing the number of courses, their names, the number of ours allocated per week to theory and practical and marks assigned thereto.
- Theory:** Means that part of a course, which is based on cognitive abilities.
- Practical:** Means that part of course which falls under psycho motive domain and involves all activities carried out in the laboratory.

## **Assessment and Promotion Rules**

1. The Diploma in Commerce Examination / Diploma in Business Administration Examination, under the administrative control of the Board of Technical Education, will be conducted Part Wise. The 1st & 2nd Year will be called as D.Com / D.B.A Part-I and D.Com / D.B.A Part-II respectively.
2. Under the Part System Examination of D.Com / D.B.A of certain subjects will be called as paper-I and paper-II.
3. The D.Com / D.B.A Part-I & Part-II examination will be held twice a year on annual basis on such dates and such places as determined by the Board from time to time and will be opened to those candidates who are eligible to appear in these examination under the Board's promotion rules. The two examinations will be termed as 1<sup>st</sup> annual and 2<sup>nd</sup> annual examination respectively.
4. The examination of Islamic Studies will be conducted in D.Com / D.B.A Part-I and that of Pakistan Studies in D.Com / D.B.A Part-II.
5. Total marks in D.Com / D.B.A Part-I and D.Com / D.B.A Part-II will be as per scheme of studies.
6. For passing D.Com / D.B.A Part-I and Part-II, it will be compulsory to secure 33% Marks in theory and practical in each subject (if any).
7. To qualify a subject it will be compulsory to pass both theory and practical paper, if any, separately. A candidate failing in any paper i.e. theory or practical will be considered fail in that subject.

## 8. Eligibility for D.Com / D.B.A Part-I

### (A). Regular Students

D.Com/D.B.A Part-I examination shall be opened to a candidate who:

- (i). Has passed Secondary School Certificate examination of a Board of Intermediate and Secondary Education in Pakistan, at least in "E" Grade, (Overall) having no "F" in the compulsory subject, and he / she has to pass the subjects having "F" in the supplementary examination otherwise his / her admission will be cancelled.

OR

Any other examination recognized as equivalent to the aforesaid examination.

- (ii). Has been enrolled in an institute recognized by Boards of Technical Education, during an academic year preceding examination.
- (iii). Has his / her name submitted, on the prescribed form to the Controller of Examination, by the Head of Institution he / she has most recently attended, and properly registered with the P.B.T.E.
- (iv). Has submitted his / her admission form along with the prescribed fee to the Board by the date fixed by the Board / Chairman.
- (v). Has paid late fee, as prescribed by the Board, if his / her admission forms or fee or both are received in the Board's Office after the last date fixed by the Board for the submission of admission form and fee.
- (vi). Has been registered to the Board, in the manner laid down, has submitted his / her prescribed examination form complete in all respect with the prescribed fee to the Board by dates as fixed for the purpose and in a manner prescribed by the Board. Such candidates has affixed on his / her admission form, requisite attested copies of his / her recent photograph duly attested by the Principal.
- (vii). Produced the following certificates, signed by the Head of Institution he / she has most recently attended:
  - a) of good character
  - b) of having satisfactorily performed the work of the class throughout the academic year preceding the examination.
  - c) of having attended not less than:
    - i) 80% of the full course of prescribed lectures in each of the subject, which he / she has taken up for study.
    - ii) 80 % of periods assigned to practical work in a subject having practical.
- (viii). If a student of D.Com / D.B.A Part-I is restricted from the institute / college due to some penalty will be ineligible to appear in the P.B.T.E Examination during the period.

**(B). Late Students**

- (i). D.Com / D.B.A examination shall also be opened to ex-students provided they have completed two years course as regular student in an affiliated Institution.
- (ii). Every late-student as a candidate shall submit his / her application for admission to examination on the prescribed form, complete in all respect, and remit the prescribed fee to the Board by the date fixed by the Chairman.
- (iii). The candidates shall have to pay late fee, as prescribed by the Board, if their admission forms or fees or both are received in the Board's Office after the last date fixed by the Board for the submission of admission form and fee.
- iv. Every late-student / candidate having been registered with the Board, in the manner laid down, shall submit his / her application for admission to the examination on the prescribed form, complete in all dates as fixed for the purpose and in a manner prescribed by the Board. Such candidate shall submit along with application form for examination the requisite attested copies of recent photograph duly attested by the Principal.

**9. Attendance Rules:**

- (a) A candidate must have completed overall 80% of attendance in order to be eligible to appear in the examination. The Principal of the Institution can condone up to 10% attendance.
- (b) If a candidate is short of the required percentage of attendance at the time of submission of admission form and fee to the Board but it is likely to make up the shortage in due course of time, the Head of Institute / College may send up his / her admission form and fee provisionally to the Board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage, the Principal of Institution shall withdraw his candidature from the Controller of Examination not later than the 15<sup>th</sup> day before the commencement of examination.
- (c) No examination form or fee shall be accepted unless it is routed through the Principal concerned.
- (d) Attendance shall be counted on the basis of total number of contact hours, theory and practical, for prescribed lectures during an academic session.
- (e) If a candidate is officially sent to take part in some co-curricular activities, his / her percentage of attendance will be counted on the basis of a total attendance including the lesson / practical missed during the authorized absence.
- (f) The detailed record of attendance shall be maintained by the institution and produced for inspection to the Board or an inspection team of senior officers as and when required.
- (g) In Part-I of D.Com / D.B.A the candidates who suffer from the shortage of attendance will be eligible to appear in annual examination with the Part-II students only after their respective Principals certify the making up of their shortage.

- (h) In Part-II of D.Com / D.B.A the candidates suffering from shortage of attendance will have to make up their shortage by joining classes with the newly promoted students of D.Com / D.B.A Part-II, before the commencement of the 2<sup>nd</sup> annual examination.
10. After the examination of D.Com / D.B.A Part-I the candidate will be issued only result intimation letter and no pass certificate will be issued in any case.
11. Pass Diploma will be issued after passing both Part -I and Part-II examination.
12. Pass / Fail students in D.Com / D.B.A Part-I examination will not be readmitted in any institution in the same course.
13. **Migration:**
- (a) Migration from one affiliated institute to another affiliated institute (Govt. / Private), where D.Com / D.B.A courses are being run, is allowed provided he / she fulfills the Migration criteria of the Board.
- (b) After passing D.Com / D.B.A Part-I examination candidate may be allowed to appear in the D.Com / D.B.A Part-II examination of another Board according to the prescribed course-outline, rules and regulations of that Board.
- (c) For improvement of Grade / Marks a candidate will have to appear as a whole only in the same Board from where he / she had taken his / her earlier diploma within one year.
14. **Eligibility for D.Com / D.B.A Part-II:**

D.Com / D.B.A Part-II examination shall be opened to a candidate who:

- (a) Has passed at least 3 subjects in D.Com / D.B.A Part-I examination in appropriate group of subjects.
- (b) Has been enrolled in a recognized Institute during the Academic year preceding the examination.
- (c) Has his / her name submitted to the Controller of examinations by the head of the Institution he / she has most recently attended.
- (d) Has paid late fee as prescribed by the Board, if his / her admission forms or fees or both are received in the Board's office after the last date fixed by the Board for the submission of Admission form and fee.
- (e) Has been registered with the Board in the manner laid down, has submitted his / her application for admission to the controller of examinations on the prescribed form, complete in all respect, with the prescribed fee to the Board by the dates fixed for the purpose and in a manner prescribed by the Board. Such candidate has submitted along with application for examination requisite no. of attested copies of his recent photograph duly attested by the Principal.

- (f) Produces the following Certificates signed by the head of the institution he / she has most recently attended:-
- i) Of Good character.
  - ii) Of having satisfactory performed the work of the class throughout the academic year preceding the examination.
  - iii) Of having attended not less than:
    - 80% of the full course of lectures prescribed in each of the subjects, which he / she has taken up for study.
    - 80% of periods assigned to practical work in a subject having practical.
- (g) For compartment student of D.Com / D.B.A Part-I who has been admitted as a regular student in D.Com / D.B.A Part-II, if Principal is not satisfied with his / her academic performance during the year, may send to the Board, his / her admission fee and form as a late college student.
- (h) If a student of D.Com / D.B.A Part-II is rusticated from the college due to some penalty, will be ineligible to appear in the PBTE examination during the period.

**15. Requirements for the award of Diploma in D.Com / D.B.A Part-II:**

**a. Full Course**

To qualify for the award of the Diploma a candidate must pass securing at least 33% marks in theory and practical, in all subjects.

**b. Re-Appearence (Full Course)**

A candidate failing in one or more subjects shall be allowed to appear in those subjects only in forthcoming examinations and the candidate has to pass his/her whole D.Com / DBA course in **six** (06) forthcoming subsequent consecutive examinations (1<sup>st</sup> Annual / 2<sup>nd</sup> Annual).

- c.** In case he / she fails to pass all the subjects in **six** forthcoming consecutive examinations, he / she will reappear in full course or only in the part he / she failed i.e. Part I or Part II.

**16. General Rules:**

- i. Lectures / periods shall be counted from the beginning of the academic session up to 15 days preceding the commencement of the examination.
- ii. If a candidate's lectures / periods up to the date of submission of examination admission form fall short of the required percentage, the Head of the Institute may provisionally send up his / her examination admission form to the Controller of examinations.
- iii. In D.Com / D.B.A Part-II, the candidate suffering from shortage of attendance will have to make up his / her shortage by joining classes with the newly promoted students of D.Com / D.B.A Part-II before the commencement of the 2<sup>nd</sup> annual examination.

- iv. If a candidate is not short of the required percentage of lectures / periods at the time of submission of examination admission form but subsequently falls short of such percentage, the Head of Institute shall report his / her name to the Controller of Examination at least 10 days before the commencement of the examination for the cancellation of his / her candidature.
- v. Lectures / periods of failed candidates shall be counted from the 10<sup>th</sup> day of the re-opening of the Institute or the date of his rejoining an institute whichever is earlier up to the 15<sup>th</sup> day before the commencement of examination.
- vi. A candidate who has passed the D.Com / D.B.A Part-II examination is allowed to appear at any subsequent examination by payment of the prescribed fee in a subject or subjects not offered / passed by him / her previously. Such a candidate on obtaining pass marks in a subject or subjects shall be granted a certificate to that effect.
- vii. A candidate is allowed to improve his / her marks / grades. Such candidate shall have to appear in all the subjects of D.Com / D.B.A Part-I or D.Com / D.B.A Part-II or both as prescribed for the examination. The candidate will be given only one chance to improve his / her grade / marks within two subsequent examinations counted from the first appearance of Annual D.Com / D.B.A Part-II examination.

**17. Grace Marks:**

- (I) 1% grace marks will be calculated on the total marks of theory (excluding practical and sessional, if any) for Part-I & Part-II separately.
- (II) Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.

**18. Classification of Diploma: Full Course**

A candidate who has qualified Diploma in Commerce shall be placed in one of the following grades:

Sr. #	Marks	Grades
1.	80% & above	A+
2.	70% & above but below 80%	A
3.	60% & above but below 70%	B
4.	50% & above but below 60%	C
5.	40% & above but below 50%	D
6.	Below 40% to minimum pass marks	E