PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

ASSESSMENT & PROMOTION RULES FOR DIT (02 YEARS) PROGRAM

Definition

1.1 Board:	Means Punjab Board of Technical Education
1.2 Institutions:	Means an Institute / college Affiliated with the Board offering DIT (02 Year Course).
1.3 Principal:	Means the Head of the Institute affiliated to the Board.
1.4 Course:	Means the subjects comprising theory and practical components or any one of them prescribed in the scheme of studies of D.IT (02 years).
1.5 Scheme of Studies:	Means a table for DIT (02 Year) showing the number of courses, their names, the number of hours allocated per week to theory and practical and marks assigned thereto.
1.6 Theory:	Means that part of a course which is based on cognitive abilities.
1.7 Practical:	Means that part of course which falls under psychomotor domain and involves all activities carried out in Computer laboratory.

ASSESSMENT & PROMOTION RULES

1. The Diploma in Information Technology Examination, under the Administrative Control of the Board of Technical Education, will be conducted Semester Wise. The 1st, 2nd, 3rd & 4th semester will be called as DIT semester-I, II III & IV respectively.
2. Under the Semester System, Examination of DIT of certain subject different semesters will be called as paper-I and paper-II.
3. The DIT (2-Years) Examinations will be held twice a year as 1st Annual & 2nd Annual on such dates and such places as notified by the Board from time to time and will be opened to those candidates who are eligible to appear in these Examinations under the Board's Assessment and Promotion rules. The fresh as well as failed candidates can appear in the 2nd annual examination.
4. Total marks in DIT (02 Year) program will be as per scheme of studies.
5. For passing DIT, it will be compulsory to secure 33%Marks in theory and 50% marks in practical in each subject (if any).
6. To qualify a subject, it will be compulsory to pass both theory and practical part, if any, separately. A candidate failing in any part of the paper i.e. theory or practical will be considered fail in that part.

15/10/25 15/10/25 15/10/25

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ELIGIBILITY FOR DIT SEMESTER-I

(A). REGULAR STUDENTS

DIT Semester-I&II EXAMINATION SHALL BE OPENED TO A CANDIDATE WHO:

(i). Has passed Secondary School Certificate examination or Matric Tech or Matric Vocational of a Board of Intermediate and Secondary Education / Board of Technical Education in Pakistan or equivalent, atleast in "E" Grade, (Overall) having no "F" in the compulsory subject, and he / she has to pass the subjects having "F" in thesupplementary examination otherwise his / her admission will be cancelled. The candidate will be eligible in the relevant combination of DIT keeping in view the relevant scheme of the Secondary School Certificate.

OR

Any other examination recognized as equivalent to the aforesaid examination.

(ii). Has been enrolled in an institute recognized by Punjab Board 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.

(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 candidate 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 having satisfactorily performed the work of the class throughout the academic year preceding the examination.

b) 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 DIT Semester-I&II 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.

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(B). Late Students

(i). DIT Semester-I&II 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 submit the prescribed fee to the Board within the schedule issued by the Board / 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 respect on such 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.

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 on compassionate grounds.

(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 15th 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.

7. After the examination of each semester of DIT, the candidate will be issued only result intimation card.

8. Pass Diploma will be issued after passing examination of the whole program

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comprising four semesters.

9. **Migration:**

Migration from one affiliated institute to another affiliated institute (Govt. / Private), where DIT (02 Year) is being run, is allowed, provided he / she fulfills the Migration criteria of the Board.

10. **Improvement of Division / Grades**

The candidate will be given only one chance to improve his / her grade / marks within two subsequent examinations after the examination he / she has passed DIT. He / she can apply for improvement (theory / practical, if any) of any subject / subjects of Semester-I or Semester-II Or Semester-III Or Semester-IV or any combination of Semesters or from all semesters of whole DIT program at the same time. If he/she fails to improve his/her grade / division / marks, his/her previous result will stand valid. Such a candidate will give neither concessional marks nor scholarship.

11. **Eligibility for DIT Semester-III & Semester-IV:**

DIT semester-III & Semester-IV examination shall be opened to a candidate who:

(a) Has passed DIT one year course previously or has passed at least 2 subjects in DIT Semester-I and semester-II each examination (for DIT 02 years Program).

(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 having satisfactory performed the work of the class throughout the academic year preceding the examination.

ii) 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 DIT Semester-I&II who has been admitted

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as a regular student in Semester-III & Semester-IV of DIT, 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 DIT Semester-III&IV is restigate from the institute / college due to some penalty will be ineligible to appear in the P.B.T.E Examination during the period.

12. **Requirements for the award of DIT (02 Years):**

a. **Full Course**

To qualify for the award of the Diploma a candidate must pass securing at least 33% marks in theory and 50% marks in practical, in all subjects.

b. **Re-Appearance (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 DIT course in **six** (06) forthcoming subsequent consecutive examinations (1st Annual / 2nd Annual).

c. In case he / she fails to pass all the subjects in **six** forthcoming consecutive examinations, he / she will reappear in full course only in the semester he / she failed i.e. Semester-I Or Semester-II Or Semester-III Or Semester-IV or any combination of semester.

13. **Grace Marks:**

(I) 1% grace marks will be calculated on the total marks of theory (excluding practical and sessional, if any) for Semester-I Or Semester-II, Semester-III Or Semester-IV separately.

(II) Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.

14. **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
01	80% & Above	A+
02	70% & Above but below 80%	A
03	60% & Above but below 70%	B
04	50% & Above but below 60%	C
05	40% & Above but below 50%	D
06	Below 40% to minimum pass marks	E

15/10/2025

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