

**BBA Set B Final-Term Exam Policy
for Fall 2022-2023**

**Category 1: Set B for Direct Clash or
Three (3) Exams in a Day**

**Category 2: Set B for Other Reasons (e.g.
Hospitalization)**

Step – 1: Download the “Set B Form” from your **VUES** Account.

Step – 2: Submit the Set B Application to the **Respective Course Teacher** along with the photocopies of:

- (i) Exam Permit – Highlighting the clash courses
- (ii) Exam Schedule - Highlighting the clash courses

Step – 3: Respective Course Teacher will sign the application and return the “Student’s Section” of the application to the student. **No need to take the signature of the Director/ Head.**

Step – 1: Download the “Set B Form” from your **VUES** Account.

Step – 2: Submit the Set B Application to the **Respective Course Teacher** along with:

- (i) Photocopy of Exam permit
- (ii) An Application from legal guardian with mobile number
- (iii) Photocopy of relevant documents – if any (e.g. valid medical certificates)

Step – 3: Respective Course Teacher will sign the application and **tell the student to get the signature of the Director / Head.**

Step – 4: **The Director / Head** may approve the application with fine/penalty.

Step – 5: After approval, Respective Course Teacher will return the “**Student’s Section**” of the application to the student.

Submit Application to the Course Teacher: on or before 11:00 AM, December 26, 2022

Set B Exam Date

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| Accounting, Finance, Marketing | Management & HRM, OSCM, MIS |
| December 26, 2022 (Monday) | December 26, 2022 (Monday) |
| 11:30 am – 1:30 pm | 2:00 pm – 4:00 pm |

Venue: Will be declared by the respective teachers/departments on the exam day.