

BBA Set B Final-Term Exam Policy for Summer 2022-2023

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

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.**

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:

- (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 August 29, 2023

Set B Exam Date

Accounting/ Finance/Marketing 3101.....3102.....3103	Management/HRM/OSCM/MIS 3101.....3102.....3103
August 29, 2023 (Tuesday)	August 30, 2023 (Wednesday)
03:00 pm – 05:00 pm	03:00 pm – 05:00 pm

Venue: Accounting (3101) / Finance (3102) /Marketing (3103)

Management (3101) /HRM (3102) / OSCM & MIS (3103)