

## BBA Set B Final-Term Exam Policy for Fall 2023-2024

### 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 November 17, 2023**

### Set B Exam Date

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| Accounting/ Finance/Marketing/ Management/HRM/OSCM/MIS |
| November 17, 2023 (Friday)                             |
| 10:00 pm – 12:00 pm                                    |

**Venue: Accounting (3202) / Finance (3203) /Marketing (3204)**

**Management (3205) / OSCM & HRM (3206) / MIS (3207)**