

BBA Set B Mid-Term Exam Policy for Spring 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 March 12, 2023

Set B Exam Date

Accounting, Finance, Marketing	Management/HRM, OSCM	MIS
March 13, 2023 (Monday)	March 14, 2023 (Tuesday)	March 15, 2023 (Wednesday)
3:30 pm – 5:30 pm	3:30 pm – 5:30 pm	4:00 pm – 6:00 pm

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