

BBA Set B Mid-Term Exam Policy for Summer 2023-2024

**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 July 18, 2024

Set B Exam Dates and Room distributions

Exam Time: 11:00 am to 01:00 pm and 02:30 pm to 04:30 pm

Subjects	Accounting	Management	Marketing & THM	Finance	MIS	OSCM
Room No	3206	3207	3205	3208	3209	3210
Dates & Time	July 18th Thursday, 2024 <u>11:00 am to 01:00 pm</u>			July 18th Thursday, 2024 <u>02:30 pm to 04:30 pm</u>		