

BBA Set B Mid-Term Exam Policy for Spring 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 March 24, 2024

Set B Exam Dates and room distributions

Exam Time: 02:30 pm to 04:30 pm

| Subjects | Accounting | Management | Marketing & THM | Finance | MIS | OSCM |
|----------|-------------------------|------------|--------------------|-------------------------|------|------|
| Room No | 3201 | 3203 | 3205 | 3201 | 3203 | 3205 |
| Dates | March 24th Sunday, 2024 | | | March 25th Monday, 2024 | | |