

**BBA Set B Final-Term Exam Policy
for Fall 2024-2025**

**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 December 11, 2024

Set B Exam Dates and Room distributions

Exam Time: December 11 03:30 pm to 05:30 pm and December 12, 09:00 am to 11:00 am

Subjects	Finance	Management	Marketing & THM	Accounting	MIS	OSCM
Room No	3203	3205	3207	6202	6203	6204
Dates & Time	December 11 Wednesday, 2024 03:30 pm to 05:00 pm			December 12, Thursday, 2024 09:00 am to 11:00 am		