

## BBA Set B Mid-Term Exam Policy for Spring 2024-2025

### 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 April 28<sup>th</sup>, 2025**

### **B Set Exam Dates and Room distributions**

**Exam Time: April 28<sup>th</sup>, 04:30 pm to 06:30 pm and April 29<sup>th</sup>, 04:30 pm to 06:30 pm**

Subjects	Accounting	Finance	Marketing & THM	Management	MIS	OSCM
Room No	3205	3207	3209	3205	3207	3209
Dates & Time	<b><u>April 28<sup>th</sup> Monday, 2025</u></b> <b><u>04:30 pm to 06:30 pm</u></b>			<b><u>April 29<sup>th</sup> Tuesday, 2025</u></b> <b><u>04:30 pm to 06:30 pm</u></b>		