BBA Set B Mid-Term Exam Policy for Fall 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 <u>Respective Course Teacher</u> 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 <u>Respective Course Teacher</u> 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 November 07, 2022

Accounting, Finance, Marketing	Management & HRM, OSCM, MIS
November 08, 2022 (Tuesday)	November 09, 2022 (Wednesday)
3:45 pm – 5:45 pm	3:45 pm – 5:45 pm

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

Set B Exam Date