BBA Set B Final-Term Exam Policy for Spring 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 **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 May 16, 2023

Set B Exam Date

Accounting/ Finance/Marketing	Management/HRM, OSCM/MIS
May 16, 2023 (Tuesday)	May 17, 2023 (Wednesday)
11:00 pm – 01:00 pm	11:00 pm – 01:00 pm

Venue: Accounting (3201) / Finance (3203) /Marketing (3205)

Management (3201) /HRM (3203) / OSCM & MIS (3205)