

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

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 February 3rd, 2025

Set Exam Dates and Room distributions

Exam Time: February 3, 11:00 am to 01:00 pm and February 3, 02:00 pm to 04:00 pm

Subjects	Accounting	Finance	Marketing & THM	Management	MIS	OSCM
Room No	3204	3206	3208	3204	3206	3208
Dates & Time	February 3 Monday, 2025 <u>11:00 am to 01:00 pm</u>			February 3 Monday, 2025 <u>02:00 pm to 04:00 pm</u>		