## BBA Set B Mid-Term Exam Policy for Summer 2021-2022

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 <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 July 04, 2022

## **Set B Exam Date**

Accounting, Finance, Marketing	Management & HRM, OSCM, MIS
July 05, 2022 (Tuesday)	July 06, 2022 (Wednesday)
3:45 pm – 5:15 pm	3:45 pm – 5:15 pm

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