

BBA Set B Mid-Term Exam Policy for Summer 2023-2024

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 July 18, 2024

Set B Exam Dates and Room distributions

Exam Time: 11:00 am to 01:00 pm and 02:30 pm to 04:30 pm

Subjects	Accounting	Management	Marketing & THM	Finance	MIS	OSCM
Room No	3206	3207	3205	3208	3209	3210
Dates & Time	July 18th Thursday, 2024 <u>11:00 am to 01:00 pm</u>			July 18th Thursday, 2024 <u>02:30 pm to 04:30 pm</u>		