

**BBA Set B Mid-term Term Exam
Policy for Spring 2025-2026**

**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 **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 Set B Application to the Course Teacher: On or before April 05, Sunday

Set Exam Dates and Room distributions

Subjects	Accounting	Finance	Marketing & THM	Management	MIS	OSCM
Room No	3205 & 3206	3203 & 3204	3201 & 3202	3205 & 3206	3203 & 3204	3201 & 3202
Dates & Time	<u>Monday, April 06, 2026</u> 4:15 PM to 6:15 PM			<u>Tuesday, April 07, 2026</u> 4:15 PM to 6:15 PM		

Reserved room: 3207, & 3208 (for both days)