

## BBA Set B Final Term Exam Policy for Summer 2025-2026

### 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 Set B Application to the Course Teacher: On or before September 15<sup>th</sup> Tuesday**

### **Set Exam Dates and Room distributions**

**Exam Time: September 15<sup>th</sup> Tuesday, 2026**

| Subjects           | Accounting                                                                                  | Finance     | Marketing & THM | Management                                                                                    | MIS         | OSCM        |
|--------------------|---------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------------------------------------------------------------------------------|-------------|-------------|
| Room No            | 3201 & 3203                                                                                 | 3204 & 3205 | 3206 & 3207     | 3201 & 3203                                                                                   | 3204 & 3205 | 3206 & 3207 |
| Dates, Time & Slot | <b><u>September 15<sup>th</sup> Tuesday, 2026</u></b><br><b><u>12:00 pm to 02:00 Pm</u></b> |             |                 | <b><u>September 15<sup>th</sup> Wednesday, 2026</u></b><br><b><u>03:00 pm to 05:00 Pm</u></b> |             |             |
| Res Room           | 3208 & 3209                                                                                 |             |                 | 3208 & 3209                                                                                   |             |             |