

**BBA Set B Final Term Exam Policy
for Fall 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.

Set Exam Dates and Room distributions

Slot 1- 09:00 Am to 11:00 Am and Slot 2- 03:00 Pm to 05:00 Pm

| Subjects | Slot 1 | | | Slot 2 | | |
|--------------------------------------|---|-------------|-----------------|---|-------------|-------------|
| | Accounting | Finance | Marketing & THM | Management | MIS | OSCM |
| Room No | 6103 & 6105 | 6106 & 6107 | 6109 & 6110 | 6103 & 6105 | 6106 & 6107 | 6109 & 6110 |
| Dates, Time & Slot | <u>January 20th Tuesday, 2026</u> <u>09:00 Am to 11:00 Am</u> | | | <u>January 20th Tuesday, 2026</u> <u>03:00 Pm to 05:00 Pm</u> | | |
| ROOM 6111 is reserved for both slots | | | | | | |