

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 15th Tuesday

Set Exam Dates and Room distributions

Exam Time: September 15th 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	<u>September 15th Tuesday, 2026</u> <u>12:00 pm to 02:00 Pm</u>			<u>September 15th Tuesday, 2026</u> <u>03:00 pm to 05:00 Pm</u>		
Res Room	3208 & 3209			3208 & 3209		