

**BBA Set B Final 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 Sunday, May 17, 2026**

**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>Tuesday, May 19, 2026</u> <b>10:00 AM to 12:00 PM</b>			<u>Tuesday, May 19, 2026</u> <b>2:00 PM to 4:00 PM</b>		

**Reserved room: 3207, & 3208**