

BBA Set B Mid 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 July 28th Tuesday

Set B Exam Dates and Room distributions

Exam Time: July 28th Tuesday, and July 29th Wednesday 2026,

Subjects	Accounting	Finance	Marketing & THM	Management	MIS	OSCM
Room No	3203	3204	3205	3203	3204	3205
Dates, Time & Slot	<u>July 28th Tuesday, 2026</u> <u>04:30 PM to 06:30 PM</u>			<u>July 29th Wednesday, 2026</u> <u>04:30 PM to 06:30 PM</u>		
Res. Room	3206 , 3207			3206 , 3207		