

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

- 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 December 2nd Tuesday

Set Exam Dates and Room distributions

Exam Time: December 2nd Tuesday, 2025, 04:30 Pm to 06:30 Pm and December 4th 2025 04:30 Pm to 06:30 Pm

Subjects	Accounting	Finance	Management	Marketing & THM	MIS	OSCM
Room No	3101 & 3102	3103 & 3104	3105 & 3106	3101 & 3102	3103 & 3104	3105 & 3106
Dates & Time	December 2nd Tuesday, 2025 04:30 Pm to 06:30 Pm			December 4th Thursday, 2025 04:30 Pm to 06:30 Pm		