

Updated FAQs for Open Book Examination

Q1: If I will be able download question paper through my android Smartphone?

Ans: Yes, you can download question paper from your login id through Smartphone, Desktop, laptop having internet Facility.

Q2: What kind of pen is allowed to write the answer sheet?

Ans: Black ball/gel pen is allowed to write the answer sheet.

Q3: What kind of paper can be used as Answer Sheet?

Ans: White plain A4 page must be used as Answer Sheet.

Q4: If I don't have any smartphone, Desktop, Laptop and Internet facility?

Ans: You can contact the university from through student enquiry panel and post your query and wait university response. The University will provide the assistance to the student during examination days. Query sent through email will not be entertained.

Q6: Should I write on both sides of paper?

Ans: No, paper must be written one sided only.

Q7: Is there any restriction on no. of sheet

Ans: You can use 20 sheets maximum.

Q8: Where can I put page numbers on written answer sheet?

Ans: You must put signature and page number at the bottom of sheet.

Q9: Where do I upload the scanned images of written pages?

Ans: You can upload One pdf (maximum size of all pages-4MB size) of answer sheet. Also you have to mention number of pages of your scanned answer sheet in designated box while uploading of answer sheet.

Q10: if I unable to upload the answer sheet through login then what should I do?

Ans: you have to post the query to university and wait for reply, in extreme circumstance you can email at ikgptuobeas@gmail.com with valid reason only.

Q11: Should i submit answer sheets to college?

No, Student shall also be responsible to post (Regd./Speed post only) all original answer sheets after last examination to the university. Speed post receipt must be immediately scanned and upload through Login ID of concerned Student.

Q12: I am residing outside India and how can I send my original answer sheets after end of my all examinations.

Ans: Student(s) residing outside India can post his/her answer sheets through courier.

Q13: Can we use pencil/ blue pen in writing of answers

Ans: No, you should use black pen for writing of answers as it will give more visibility after scanning.

Q14: Should I upload pdf of each written paper

Ans: No, you must create one pdf file of all written pages (Maximum 20 pages) and upload through your login Id. The size of pdf should not be more than **4 MB.**

Q15: Can I send pdf file answer sheet through email

Ans: No, Answer sheet must be uploaded through respective login Id. In extreme circumstance you can send through email along with valid reason.

Q16: How to choose paper no. (ascending/descending) while creating pdf?

Ans: You must choose ascending page no. which means created pdf file must start from page no. 1 (Not from last page).

Q17: I have printer at home. Can I take print out of format of Answer sheet?

Ans: Yes, You can take print out of format of Answer Sheet. Taking printout or handwritten format will not affect your marks in either way.

Q18: Can I use ruled A4 pages as it makes me comfortable in writing exam?

Ans: No, You must use plain white A4 paper. If you are not comfortable in writing you can make ruled lines with pencil and after writing complete paper you can erase these lines before uploading. Plain white A4 paper will create the same type of answer sheets for all students.

Q19: Should I write personal information and declaration on each day of exam?

Ans: No, You don't need to write these details on each day. These are for mock test only. On Examination day you just start answer sheet from Question Number-1.

Q20: Is whitener allowed?

Ans: No, Whitener is not allowed. Simply, cross the matter with black pen (If you feel the matter is incorrect)

Q21: My last exam will be in evening. Can I regd./speed post on next day?

Ans: Students with last paper in evening are allowed to send regd./speed post on next day.

Q22: Why can't I open a downloaded PDF file on my mobile?

Ans: That's probably because you don't have any app on your phone that can read PDF file. So, you have to install an app that can open PDF files. If you're using an Android device, you can download Google PDF Viewer or Adobe Reader. If you're using an iPhone, then you can try app called iBooks to open and read PDF files.

Q23: Which app can be used to create and compress pdf file of Answer sheet less than 4MB?

Ans: Doc Scanner can be used.