IGNOU Practical File: Format Template

A front page, a certificate frame, an index, an entry page, an attendance log and a submission checklist, in the order a practical record file is usually put together.

Read this page first

SAMPLE FOR STUDY REFERENCE, NOT FOR SUBMISSION. This template gives the order and the empty pages of a practical record file. It is not an IGNOU form. Where your course's handbook prints its own title page or certificate (psychology practicum handbooks do), use that wording instead of the frame here.

How it was made. The ignouproject.com editorial desk prepared this file with AI assistance, working from these IGNOU documents, all read in November 2026: the IGNOU Common Prospectus (July 2026); the MJML-220 Practical Manual (SOJNMS), which lists the front-page details and the submission package of a practical portfolio; the BCA_NEW Programme Guide (May 2026); and the B.Sc. (Multidisciplinary) Programme Guide (2025). Every rule quoted was checked against those documents. This is not an IGNOU publication and carries no IGNOU logo.

What you must do yourself. Square brackets [ ] mark what only you can supply: your name, enrolment number, centre, dates, your own readings, outputs and test scores. Every reading and result in a practical record must come from work you did in the session. Copying another learner's readings, or writing readings for an experiment you did not perform, is copying. The MJML-220 Practical Manual, for one, says a portfolio may be rejected if copying or other malpractice is found; your own course's handbook gives its rule.

Your course decides. The experiment list, the record format, the marks and the attendance rule come from your own course's lab manual, practicum handbook or programme guide. Where your course gives a format, follow it over this file.

FORMAT TEMPLATE - STUDY REFERENCE

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PRACTICAL RECORD FILE

[Course code]: [Course title as printed in your programme guide]

[Programme name and code] | Term-End Practical Examination: [June / December YYYY]

Front-page detail	Write here
Name	[as on your IGNOU identity card]
Enrolment number	[ ]
Programme code	[ ]
Course code	[ ]
Study Centre (Learner Support Centre) code	[ ]
Regional Centre name and code	[ ]
Email ID	[ ]
Phone number	[ ]
Address	[ ]

These nine details are the ones the MJML-220 Practical Manual asks for on the front page of a practical file. Other courses may ask for fewer or more; check your own manual.

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Certificate (frame for courses whose papers print none)

This is to certify that [name of learner], Enrolment No. [ ], a learner of [programme name and code], has carried out the practical work recorded in this file for [course code and title] at [Learner Support Centre name and code] during [session or batch dates].

Signature of the learner	Signature of the academic counsellor
Name: [ ] Enrolment No.: [ ] Date: [ ]	Name: [ ] Designation: [ ] Date: [ ]

If your handbook prints a certificate, copy its wording exactly and use this page only as a reminder of the details to fill.

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Index

No.	Date	Experiment, task or activity	Page	Counsellor's initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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Entry page (copy this page for each entry)

Part	What goes here
Entry number, date, session	[ ]
Aim	One or two sentences on what the experiment or task sets out to do.
Theory or background	The principle, formula, model or concept, in your own words.
Apparatus, software or tool	What you used, with versions or specifications where relevant.
Procedure	Numbered steps in the order you actually followed them.
Observations or output	Your own readings, output or responses, written during the session (table shell below).
Calculation or analysis	Working shown step by step.
Result	The finding in one sentence, with units.
Precautions, errors or limitations	What could have affected the result.
Viva points	Two or three questions you expect, and your answers in brief.

Observation table shell

No.	[Quantity 1]	[Quantity 2]	[Quantity 3]	[Derived value]
1				
2				
3				
4				
5				
6				

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Attendance log

Attendance rules differ by programme. The BCA_NEW Programme Guide (May 2026) asks for 70 per cent attendance in each lab course; the B.Sc. (Multidisciplinary) Programme Guide (2025) says all lab sessions must be attended; the MJML-220 Practical Manual has no face-to-face classes and so no attendance requirement. Check your own programme guide and keep your own log alongside the centre's register.

Session	Date	Hours	Work done	Counsellor's initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

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Before the file leaves your hands

If your course submits the practical work as a file

The MJML-220 Practical Manual lists what goes with a practical portfolio:

Item	Done?
Cover page with the front-page details	[ ]
IGNOU identity card	[ ]
Examination fee receipt for the course (the manual names the MJML-220 receipt)	[ ]
Table of the activities listed in the manual	[ ]
All activities together in one file	[ ]

The same manual sends the file to the Study Centre (Online learners use the LMS) and advises keeping a copy of all practical work.

If your course holds a practical examination at a centre

Item	Done?
Practical exam fee paid for this session (Common Prospectus July 2026, p. 27)	[ ]
Exam date, time and venue confirmed from your Regional Centre or Learner Support Centre notice	[ ]
IGNOU identity card in hand (Common Prospectus July 2026, p. 27)	[ ]
Record file complete, indexed and signed where your centre asks	[ ]
Attendance requirement of your programme met	[ ]

The Common Prospectus (July 2026, p. 400) notes that a practical examination need not necessarily be held at the centre where you attended counselling or practicals, so read the venue on the notice carefully.

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