

Notice

Department of Accountancy

It is hereby notified to all the students of H.S 1st year that they are asked to prepare and submit their project report as per the following instructions:

Format for Project Work:

A. Cover Page:-

1. Title of the Project.
2. Information of the student (Name, Roll No, Registration No, Year)
3. Name of the Supervisor/Guide.
4. Name of the Institution.
5. Year.

Second Page: Acknowledgement.

Third Page: Declaration by the students. ((Format attached).

Forth Page: Certificate from Supervisor/Guide (Format attached) and Certificate from Head of the Institution/Department. (Format attached).

Fifth Page: Contents/Index. Main text of the project References/Bibliography

PROJECT DESIGN

Step-I - Visit the selected organisation/ institution/ trading or non-trading concern or professional entity.

Step-II - Collect the required accounting or financial data/ information for the project work.

Step-III – (Common for all)

- (i) Collect the source document
- (ii) Identify the account heads & debit and credit aspects
- (iii) Record of Journal.
- (iv) Post to the respective ledger accounts.

Step- IV (any one of the following)

- a. Prepare a trial balane
- b. Prepare a cash book
- c. Prepare debit/credit vouchers
- d. Prepare a bank reconcialisation statement
- e. Any other suitable accounting process/practice.

Instructions for “Main Text of the Project” Main text of the project should be framed as follows-

Chapter-I - Introduction: introduction, objectives of the study, methodology and limitations.

Chapter-II - Profile of the Organization.

Chapter-III - Analysis and interpretation of data.

Chapter-IV - Conclusion.

A Common Guidelines of preparation and submission of Project works for the subject Accountancy and Business Studies:

1. The report must be precise, simple and authentic information collected through field survey.
2. The report should include place, time and date of visit specifically.
3. Project must be in own handwriting in A4 size paper (in single side)

Certificate from Guide

This is to certify that Sri/Ms _____ Class Roll No. _____
Registration No. _____ Year _____ School/College _____
has completed his/her project work under my supervision as per the guidelines of Assam
Higher Secondary Education Council, Bamunimaidam, Guwahati, Assam.

This is also certified that this project work is carried out by the candidate
himself/herself and is original.

Date: -----

Signature of Guide: -----

Place: -----

Full Name of Guide: -----

Certificate from Head of the Institution

This is to certify that Sri/Ms _____
Class _____ Roll No. _____ Registration No. _____ Year _____
School/College _____ has completed his/her project work under the
guideship of Mr/Ms/Dr. _____ Deptt. _____
School/College _____ as per the guidelines of Assam Higher Secondary
Education Council, Bamunimaidam, Guwahati, Assam.

This is also certified that this project work is carried out by the candidate
himself/herself and is original.

Date: _____ Signature
(Head of the institution): _____
Place: _____ Full Name
(Head of the institution): _____

Declaration by the student

I do hereby declare that this project work is done by me and is original in nature.

Date: _____ Signature of student: _____
Place: _____ Name of the student: _____

Supervisor/Guide

Supervisor/Guide Name	Designation	Roll No.
Prabin Maheswari	Associate Professor	501 to 544
Dr. Bhabananda Deb Nath	Assistant Professor	545 to 590
Jugal Kumar Boro	Assistant Professor	591 to 635
Dr. Partha Pratim Bora	Assistant Professor	636 to 679

Last date of Submission -23th December, 2022

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09/12/22
Principal
B.H. College, Howly