

**BUSINESS STUDIES**

**H.S. Second Year**

**Date- 12/12/2024**

**Notification from the Department of Management**

This is to notify that, all the students of H.S. 2nd Year Commerce are asked to go through this notice, contact their respective supervisors and prepare the project accordingly.

The project work for H.S. Second Year students includes the following topic :

Class Roll No. (Range)	Group	Topic for Project
501-549	(A)	1.(i) Study on product branding/advertisement. (ii) Internet/social media as an advertisement media. 2. Environment Related 3. Visit to SHG units; collect information regarding management, production, finance and marketing etc
550-598	(B)	4. Study on application of Principles of Management in organization. 5. Visit to dairy units and collection of information on production, processing, marketing, distribution as applicable. 6. Agricultural marketing in rural areas and role of middlemen.
599-647	(C)	7. Study on staffing pattern of organisation involved in services/manufacturing/educational institution/governmental departments 8. Preparation of a plan in starting of a business enterprise.
648-691	(D)	9. Study on sources of recruitment by an organization. 10. Online trading in stock market.

**Supervisor/Guide**

Supervisor/Guide Name	Designation	Roll No.
Vaneela Rani Das	Assistant Professor	Group A
Mrinmay Bujar Baruah	Assistant Professor	Group B
Biju Acharjee	Assistant Professor	Group C
Ekta Agarwal	Assistant Professor	Group D

Submission date- To be submitted on the day of Viva-Voce



HOD, Dept. of Management

B. H. College, Howly



Principal

B.H. College, Howly

### **Format for Project Work of the subject Business Studies (H.S. Second Year)**

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.

Fourth Page: - Certificate from Supervisor/Guide, Certificate from Head of the Institution/Department.

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

### **Common Guidelines for preparation and submission of Project works for the subject Business Studies (Both H.S. First and Second Year)**

1. Students may be given project work individually or in a group depending on the total number of students enrolled by the institution.
2. Field visit by the students should be at least for three (3) days.
3. External/Internal Examiner shall be appointed by the HOD of the concerned department in consultation with the Head of the Institute.
4. The report must be precise, simple and authentic information collected through field survey.
5. The report should include place, time and date of visit specifically.
6. The project should be completed at least one month prior to final examination.
7. Project must be in own handwriting in A4 size paper(in single side)
8. The concerned teacher must provide guidance to the students in selection of project and its preparation.
9. The project report must be preserved properly by the institutions and AHSEC authority may at any time ask the institutions to submit the report to AHSEC office, if necessary.
10. Certificate from Guide (Format attached).
11. Certificate from Head of the Institution (Format attached).
12. Declaration by the student (Format attached).
13. No printed paper will be accepted. Everything should be handwritten.

**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. Signature Date: ----- (Head of the institution): ---

----- Full Name Place: ----- (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 students: -----

*Vanula Devi Das*  
HOD

Dept. of Management  
B. H. College, Howly

*[Signature]*  
Principal

B.H.College,Howly