BUSINESSSTUDIES

H.S. Second Year Date-07/11/2026

Notification from the Department of Management

All the students of H.S. 2nd Year Commerce are asked to go through this notice, contact their respective supervisors and prepare the project reports accordingly.

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

Class Roll No.(Range)	Group	Topic for Project
501-545	(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
546-591	(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.
592-637	(C)	7. Study on staffing pattern of organisation involved in services / manufacturing / educational / institution / governmental departments 8. Preparation of a planning starting of a business enterprise.
638 and above	(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	Groupe
Ekta Agarwal	Assistant Professor	Group D

Submission Date : To be submitted on the day of Viva-Voce

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 begiven 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 ASSEB_II authority may at any time ask the institutions to submit the report to ASSEB_II 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.
14. Students are instructed to finish their project work within the month of **December, 2026** and bring the same on the day of viva-voce which will be informed on a later date.

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 State School Education Board, 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 : Name of the 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. _____

Deptt. of Management as per the guidelines of Assam State School Education Board, Bamunimaidam, Guwahati, Assam This is also certified that this project work is carried out by the candidate himself/herself and is original.

Date:

Place: Full Name & Signature{Head of the Institution)

Appendix-III

Declaration by the student

I wouldlike to express my profound gratitude to Mr/Mrs/Dr.**< Name of the HoI>**, of **<Institution Name>**, <Place Name> for his/her support and guidance/contribution towards the completion of my project titled **<project name>.**

I would like to thank my guide Mr/Mrs/Dr.**<Guide's Name>**specially for his/her time and efforts, he/she spared throughout the year. His/her advices and suggestions were really helpful to me for completion of the project. In this aspect, I am entirely grateful to him.

I would like to acknowledge that this project had been completed entirely by me and is original.

Student's signature

Date:_____

Place:_____

Institution Name:_____

_____

Institution Code:_____

Student Name:_____

Class:_____

Registration No._____

Session:_____

Vaneela Rani Das

HOD, Deptt. of Management
B.H. College, Howly

Principal
B.H. College, Howly

Principal
B.H. College, Howly