

Notice

(Date 22/09/2023)

Department of Accountancy

It is hereby notified to all the students of H.S 2nd 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 – Collect the source documents

Step- IV Select and prepare any one of the following:

- a. Accounting for non-trading
 - (i) Receipt and Payment account. (ii) Income and Expenditure account. (iii) Balance Sheet.
 - (ii) Collect Annual Reports: Analyse and interpret (anyone of the following):
- b. Comparative Income/Position Statement. (ii) Common Size Income/Position Statement. (iii) Ratio Analysis. (iv) Any other topic related to financial statement of an organization
 - (iii) Accounting for Partnership Firm:
 - (i) Trading and Profit & Loss Account. (ii) Profit & loss Appropriation Account. (iii) Capital Account. (iv) Balance Sheet.
- c. Using Computerised Accounting System, Prepare Electronic Spread sheet with accounting data.

d. Any other suitable topic related to content of the syllabus.

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:

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 589
Jugal Kumar Boro	Assistant Professor	590 to 634
Dr. Partha Pratim Bora	Assistant Professor	635 onwards

Last date of Submission 15th December, 2023



(Prabin Maheshwari)

Head of the Department, Accountancy

B.H. College, Howly

H.O.D
Accountancy
B.H. College

Bj
22/09/23
Principal
B.H. College, Howly