

# Notice

Date 29.01.2025

It is notified for information of all the students of HS 1<sup>st</sup> year that they are required to prepare a project report for Accountancy paper as per the guidelines of AHSEC. The following teachers shown against their Roll Nos. will provide guidance for preparation of the report.

RollNos.	Name of the teacher (guide)	Roll Nos.	Name of the teacher (guide)
1-44	Dr. Bijoy Kalita ( 7002038872)	177-220	Mr. Dhruba Jyoti Sarma (9864284671)
45-88	Dr. Safiqul Haque(8136086480)	221-264	Ms. Rimjim Borah(8253873203)
89-132	Mr. Manoj Kr. Kedia(7002336750)	265onwards	Mr. Dipjoy Langthasa (9706374292)
133-176	Mr. Bikash Kr. Jain (9864076284)		

Students are asked to **make WhatsApp group of their respective groups including guide (teacher)** and will keep regular contact with their concerned guide (teacher) before finalisation of their project report.

## Guidelines for preparation of Project Report :

1. The project work will carry 20 marks which consist of 15 marks for preparation of the project report and 5 marks for viva-voce.
2. Last date of submission of the report will be informed later on.
3. Project work must be submitted by the student in a spiral binding form
4. Students must write the report in their own hand writing in A4 sized paper using **blue pen** in single side only.
5. Cover page of the project should contain the following :
  - Title of the project
  - Name, Council's Roll No. Class Roll No., Registration No., Year of Regd.
  - Name of the Supervisor/Guide
  - Name of the College
  - Year
6. **The main body of the Project will consist in the following orders.**
  - Acknowledgement
  - Declaration by the student
  - Certificate from the guide/supervisor (to be collected from respective guide)
  - Certificate from the Head of the institution (to be collected from the head of the department, Accountancy)
  - Contents (details of all the following 4 chapters along with page numbers)
  - Main text of the Project
  - References/Bibliography (name of text book, reference book, any publications used to be mentioned here)
7. Chapter wise main text of the project should be as follows:

### Chapter : 1 : Introduction

- Introduction
- Objectives of the study
- Period under study
- Sources of data (methodology of the study)
- Limitations of the study

**Chapter: 2 : Profile of the organisation** ( a brief description of the origination to be written here)

### Chapter : 3: Analysis and Interpretation of data

(Preparation of table, diagram like bar diagram, pie diagram & any others and also discussion of information collected for the purpose)

### Chapter : 4 : Findings, Suggestions & Conclusion

- 4.1 Findings
- 4.2 Suggestions
- 4.3 Conclusion

❖ **Bibliography** (name of text book, reference book, any publications used to be mentioned here)

❖ **Annexure** (questionnaire, any printed documents used for the study to be inserted here)

(Dr. Bipul Ch. Kalita)  
HOD, Department of A