Notice

Date 13.11.2026

This is to inform all the students of HS 2nd year that they are required to prepare a **Project Report** in Accountancy in accordance with the guidelines prescribed by ASSEB, Division II. The following teachers have been assigned as Project Guides for students according to their respective College Roll Numbers:

College Roll Nos.	Name of the Project Guide	Contact No.	College Roll Nos.	Name of the Project Guide	Contact No.
1 to 50	Dr. Safiqul Haque	9864102580	151 to 200	Mr. Dhruba J. Sarma	9864284671
51 to 100	Mr. Manoj Kr.Kedia	7002336750	201 to 250	Ms. Rimjim Borah	8253873203
101 to 150	Mr. Bikash Kr. Jain	7002107332	251 onwards	Mr. Dipjoy Langthasa	9706374292

All Students are asked **to create WhatsApp group of their respective range of Roll Nos. including their Project Guide.** They must be in touch with their concerned Guide and seek necessary guidance before finalising their project report.

GUIDELINES FOR PREPARATION OF PROJECT REPORT

1. Distribution of Marks

The project work will carry a total of 20 marks, comprising

- Preparation of the Project Report: 12 marks
- Viva-voce.: 8 marks

2.Submission Deadline

The last date of submission of the report will be notified later on.

3.Binding

The Project Report must be submitted in a spiral-bound form

4.Instructions for writing

- The report must be handwriten by the students
- A4 sized paper must be used
- Writing should be done using a blue ink pen
- Only one side of each sheet should be used.

5.Cover page

The cover page should be arranged in the following order:

- Title of the project
- Name, Council's Roll No. Class Roll No., Registration No. along with the Year.
- Name of the Supervisor/Guide
- Name of the College
- Academic Year

6. Structure of the Project Report

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/Index (including details of all four chapters with page numbers)
- Main text of the Project
- References/Bibliography (including the name of text book, reference book, and other publications used)

7. **Chapter- wise Structure of the project**

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

Aa brief description and background of the origination selected for the study.

Chapter : 3: Analysis and Interpretation of data

Preparation and analysis of collected data through tables, bar diagram, pie charts and other relevant graphicalrepresentation ,along with appropriate discussions and interpretations.

Chapter : 4 : Findings, Suggestions & Conclusion

4.1 Findings
4.2 Suggestions
4.3 Conclusion

8. **Bibliography**

The names of text books, reference books and other publications used for the project must be properly mentioned .

9. **Annexure**

Relevant questionnaires and any printed documents or any supporting document or materials used during the study should be attached as annextures.

All students are advised to follow the above instructions carefully and complete their Project work under the guidance of their respective teachers.

(Dr. Bipul Ch. Kalita)
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