

HS 1st year 2025-2026
ACCOUNTANCY
Project Work

Note:

- A. Only date of submission 8th of November 2025.
- B. Do your project in a small copy or in A4 size paper or plain paper
- C. Handwritten OR Computer typed.
- D. **Follow the order given in the syllabus.**
- E. Submit your Assignment to your respective teacher on date.
- F. Individual copy of assignment is to be submitted.

Steps/ Topic of your project-

Step-I: Visit any selected Trading/manufacturing/ shops/ Organisation.

Step-II: Collect the required accounting or financial data/ information for the Project Work.

Step-III: (Common for all)

- a. Collect the source documents
- b. Identify the account heads & debit and credit aspects.
- c. Record in journal.
- d. Post to the respective ledger accounts.

Step-IV: (As per allotted in the table)

- a. Prepare a trading Account
- b. Prepare a Profit and loss account
- c. Prepare a Balance sheet
- d. Any other suitable accounting process/practice or topic b(Prepare a cash book.).

Roll No of the students under Pratyashi tamuly:

Sl No	Teacher	Roll No	Topic number
1	Pratyashi Tamuly	2, 5, 8	a
		11,14,17	b
		20,23,26,29	c
		32,35,38,41	d

Project Preparation Total 20 Marks:

Project	12 Marks.
VIVA VOCE	08 Marks

Format for Project Work of the subject Accountancy (H.S. First Year)

A. Cover Page:-

1. Title of the Project.
2. Information of the student (Name, Roll No, Registration No, Year)
3. Submitted to (Faculty name)

B. Second Page: Acknowledgement:

C. Third Page: Declaration by the student.

D. Forth Page: Certificate from Supervisor/Guide. Certificate from Head of the Institution.

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

Step-III: (Common for all)

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 of the study
- Limitations of the study.

Chapter **II**: Profile of the Organization.

Chapter **III**: Analysis of the Data

Chapter **IV**: Findings

Chapter **V**: Summary of the Report/Project work,

Chapter **IV**: Conclusion.