HS 1st year 2026
ACCOUNTANCY
Project Work

Note:

A. Only date of submission 23 of November 2026.
B. Do you 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.

Steps/ Topic of your project-

Step-1: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 trial balance.
b. Prepare a cash book.
c. Prepare a trading Account
d. Prepare a Profit and loss account
e. Prepare a Balance sheet

Submit your project report to:

Sl No	Teacher	Roll No	Topic number
1	Pratyashi Tamuly	11,26,41	a, b
		12,27,42	a, b
		13,28,43	c
		14,29,44	d
		15,30,45	e

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)
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.