

NOTIFICATION

Bamunimaidam, Guwahati-21

No. SEBA/AB/Commerce II/2019

Date: 15th Feb, 2023.

NOTIFICATION

This is for information of all concerned that the following guidelines are to be followed by the students and the Subject Teachers while preparing the "Project Report" for Commerce Practical for HSLC-Examination, 2023 i.e. on 25th of February, 2023 .

1. The students will have to bring two Project Reports and submit on the day of Practical Examination.

2. Each Practical Report will carry 10 marks each (10 + 10 = 20 total).

3.5 marks for each Project Report are allotted for viva voce of Practical Examination (5+5=10 total).

Total Marks for Commerce Practical = 30(10+10+5+5).

Further, the students who have not prepared the Project Reports, they will have to prepare the same at the time of the Practical Examination and submit to the examiner on the 25th Feb, 2023. The above information regarding the Practical Examination of Commerce(E) should be communicated to the students by the teachers concerned.

Guidelines for the project report


- The students may be given assignments/ Practical exercise individually or in a small group of 3/5 students.
- Field visit by the students should be for at least 3 days.
- The place, date and time of visit must be informed in the report.
- The field survey report must be supervised by the teacher concerned.
- The topic of field study should be selected by the students after consulting with the teacher concerned. The topic must have relevance with the theoretical study.
- The report must be precise, simple, and based on authentic data and information collected through field survey.
- The report must be handwritten by the students.
- The length of the report should be written within 300 words.

Some examples of field study report:

1. Select a local business enterprise and identify what type of business risks are involved in it? How can the entrepreneur minimize the risk. Give few points on it.
2. Select an enterprise in your locality and prepare a report on -----

- a. Its various sources of long term and short term funds.
- b. The amount of fund borrowed to start the business and the rate of interest paid for it.
- c. Government financial assistance scheme if any and subsidy provided for it.
3. Visit two business enterprises located in your area and prepare a report on the various problems they face in running the business.
4. Visit a nearby branch of any commercial Bank and meet 5 nos of customers of the bank. Try to ascertain the following points from them--
- i) What type of account they have in the Bank
 - ii) How do they withdraw money from their account- whether by cash, by withdrawal slip or by cheque.
 - iii) How do they make payments-whether by cash, cheque, card payment or by online payment.
 - iv) What type of difficulties they face in making payment online.

On the basis of the data collected the students of the Commerce(E) should prepare a report and submit it to the concerned Internal Examiner of the Commerce subject of the HSLC Examination Centre on the 25th Feb, 2023.



Secretary,
Board of Secondary Education, Assam
Guwahati-781021

Memo No. SEBA/AB/Commerce II/2019

Date: 15th Feb, 2023

Copy to:

1. Chairman, SEBA for his kind information
2. The controller of Examination, SEBA for information and necessary action.
3. The Guard file.


Secretary,
Board of Secondary Education, Assam
Guwahati-781021