

Sr. Programmer
Please do the needful.

22/08/2024

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OFFICE OF THE
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI-21

Bimal (39)

22/08/2024

No- AHSEC/ACA/CIR/144/99/B-111/

Dated-22/08/2024

NOTIFICATION

In view of smooth conduct of the Higher Secondary Final Examination-2025, It is notified to all the institutions under Assam Higher Secondary Education Council (AHSEC) that all the categories of candidates (Regular, IP & NIP) shall have to appear in the Project Examinations in the subjects which have Project Works, in the ensuing Higher Secondary Final Examination-2025. Accordingly, the Council decided to conduct the said examination with a Theory Paper of 80 (eighty) marks and a Project Works of 20 (twenty) marks in respect of the following subjects which have project Works.

1. Accountancy
2. Business Studies.
3. Economics
4. Finance
5. Political Science
6. Sociology
7. Swadesh Adhyayan

As such, the Heads of the Institutions are requested to inform the concerned Head of Department/Subject Teachers as well as the candidates of the above said subjects about this notification. Further, the Heads of the Institutions are requested to complete the task of project works by December, 2024 without fail. It is worth mentioning here that a student has to pass in the Theory Examination and Project Work separately in respect of the subjects having Project Works.

For carrying out of Project Work and entry of marks of examinees thereof on a portal for result purpose, a Standard Operating Procedure (SOP) is attached herewith for information and necessary action of all concerned. This revised SOP supersedes the earlier SOP issued vide this office letter No-AHSEC/ACA/CIR/144/99/521, dated-08/09/2023.

Secretary

Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Memo No- AHSEC/ACA/CIR/144/99/B-111/701(A)

Dated-22/08/2024

Copy to-

1. The Chairman, AHSEC, for favour of his kind information.
2. The Controller of Examination, AHSEC, for favour of his kind information and necessary action.
3. The Joint Secretary (Academic) for information and necessary action.
4. The Deputy Secretary (IT), for information and requested to send the notification in e-mail to all concerned Principals/Registrars under AHSEC and also to upload the SOP along with the notification in official website.
5. The Senior Programmer for information and necessary action.
6. All Academic Officers for information and necessary action.



Assam Higher Secondary Education Council
Bamunimaidam:: Guwahati-781021

The Standard Operating Procedure (SOP) for implementation of Project Works


Background

AHSEC has introduced project works on few subjects since 2018-19 academic session keeping in view that project based learning helps students get involved in their learning. Through project based learning, students get to know to identify problems and their solutions and as such gain necessary knowledge to find plausible solutions, which give successful outcomes.

Project based learning for the students of H.S. 1st and 2nd year is only possible with the proper guidance of the teachers. A teacher needs to guide his/her students in designing projects based on their abilities, keeping in view that the project work builds their confidence. So, involvement of both the teachers and their student's are most important for accomplishing a project- Individually or in a group whichever is convenient for a particular teacher.

Ready reckoner to implement the Project Works

1. Students may be given project work individually or in a group depending upon the total number of students in a particular subject.
2. The concerned teacher must provide guidance to the students in selection of project and its preparation and completion.
3. Field visit by the students under the guidance of concerned teacher may be undertaken as per requirement of the project or if necessary.
4. The project should be completed by December, 2024.
5. The Head of the Institution must ensure the submission of the Project works within stipulated timeframe.
6. Every guide teacher should have the responsibility to ensure the activities of project work to be done by all individual students.
7. Project must be in own handwriting of the student in A4 size paper (on single side).
8. The project report must be preserved properly by the institution. AHSEC may at any time ask the institution to submit the report in AHSEC office, if necessary.
9. Certificate of Guide is annexed at Annexure-I.
10. Certificate of Head of the Institution annexed at Annexure-II.
11. Declaration by the student is annexed at Annexure-III.
12. The student who has completed & submitted the project works may be awarded atleast the required passing marks and same will have to be ensured by the Head of the Institution.
13. Head of the Institution will ensure that all the deserving students must be awarded marks according to their merits.
14. If a student fails in the project work, the Head of the Institution must submit a report to the Controller of Examination mentioning the reason of failure.
15. Internal Examiner shall be appointed by the HoD of the concerned department in consultation with the Head of the Institution.
16. The Internal Examiner shall enter marks in respect of all the candidates in the concerned subject on the portal.
17. The Head of the Institution shall finally submit the marks of the candidates on the portal.
18. The earlier notification of AHSEC, vide No AHSEC/ACA/144/99/B-111/374 dated 08/12/2022 shall be applicable for the purpose of distribution of marks on project works (enclosed herewith)


Secretary

Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Certificate of Guide.

This is to certify that the contents of this project file submitted by <Student's Name> of class <Class Name> for the subject of <Subject Name> is his/her genuine work submitted to <School's Name> for fulfilment of the requirements for AHSEC examinations of class <Class Name>. The project has been completed under my guidance and supervision.

<Student's Name> has been working on the project sincerely from beginning to completion of the project work. I certify that the project is up to my expectations and can be submitted for evaluation.

Guide's signature

Student's signature

Date: _____

Place: _____

Certificate of Head of the Institution.

This is to certify that < Student's Name > of class < Class Name > has completed his/her < Subject name > project titled < Title of the Project > under the guidance of < Teacher's Name > for the academic session < _____ - _____ >. The student has been found to be dedicated throughout his/her project work and completed his/her work within the allotted timeframe without missing any important details from the project.

It is also certified that this project is the individual work of the student and can be submitted for evaluation.

Signature of Head of the Institution

Student's signature

Date: _____

Place: _____

(Seal of the Institution)

Declaration by the student

I would like to express my profound gratitude to Mr/Mrs/Dr. < Name of the HOI >, of < Institution Name >, < Place Name > for his support and guidance/ contributions towards the completion of my project titled < Project Name >.

I would like to express my special thanks to my guide Mr /Mrs/Dr. < Guide's Name > for his/her time and efforts, he/she spared throughout the year. Due to his useful advice and suggestions were really helpful to me during the project's completion. In this aspect, I am eternally grateful to him.

I would like to acknowledge that this project had been completed entirely by me and is original.

Student's Signature: _____

Date: _____

Place: _____

Institution Name:	_____

Institution Code:	_____
Student Name:	_____
Class:	_____
Registration No:	_____
Session:	_____