



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

NO. AHSEC/ACA/CIR/144/99/521

Date: - 8/09/2023

From: Sri Pulak Patgiri, ACS  
Secretary  
Assam Higher Secondary Education Council  
Bamunimaidam: Guwahati-21

To

All Concerned Principals/Registrars under AHSEC

**SUB : The standard Operation Procedure (SOP) for implementation of Project Work**

Sir/Madam,

With reference to the subject cited above, I have the honour to send herewith a Standard Operation Procedure (SOP) for implementation of Project Work for all project work related subjects in H.S level in the institutions under AHSEC for favour of your kind information and necessary action.

Encloser: As stated.

Yours faithfully,

Secretary

Assam Higher Secondary Education Council

Bamunimaidam:: Guwahati-21

Date:- 8/09/2023

Memo No. . AHSEC/ACA/CIR/144/99/521 (A)

- Copy to :
1. The Chairman, AHSEC, for his kind information
  2. The Controller of Examination, AHSEC for favour of his kind information and necessary action.
  2. The Dy Sec (Aca) for information and necessary action.
  3. The Deputy Secretary (I/T)i/c to send the notification in e-mail to all concerned Principals/Registrars and also to upload the SOP official website.
  4. All Academic Officers for information and necessary action.
  5. Office file.

Secretary

Assam Higher Secondary Education Council

Bamunimaidam::Guwahat-21



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. 1<sup>st</sup> and 2<sup>nd</sup> 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 on 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 at least one month prior to the final examination.
5. Project must be in own handwriting of the student in A4 size paper (on single side).
6. Every guide teacher should have the responsibility to ensure the activities of project work to be done by all individual students.
7. The Head of the Institution must ensure the submission of the Project works within stipulated timeframe.
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 also annexed at **Annexure-I**.
10. Certificate of Head of the Institution annexed at **Annexure-II**.
11. Declaration by the student 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. External/Internal Examiner shall be appointed by the HoD of the concerned department in consultation with the Head of the Institution.
16. 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.

  
**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:	_____