

**Girls High School & College, Prayagraj**

**Session: 2020 - 2021**

**Class: 12<sup>th</sup> C**

**Subject: Commerce**

**Project**

**Note:** Parents are expected to ensure that the student should go through all the instructions given below before making the project.

**Instructions:**

1. There will be two separate Projects as per the topics given below.
2. Order of each project :
  - **Acknowledgement** (should be short and simple. Write your name, class, section and roll no. at the end. One page )
  - **Name of the topic** ( one page )
  - **Index** ( only serial no. , content and page no. , should be of one page. )
  - Subject Matter of the topic ( describe the topic with Introduction , relevant headings and sub headings, supported with pictures/diagrams/ graphs/ tables, as per the requirement. It should not be more than 10 to 15 pages. )
  - **Conclusion** (one page)
  - **Bibliography** (write the name of related websites and books consulted for the making of the project. One page.)
  - Each project should not be more than 20 pages including all the points mentioned above). Don't use vulgar or objectionable pictures.
3. Relevant pictures should be pasted neatly and must be bordered in black along with labelling or heading. Use only black and blue pens for writing.
4. Sample projects are given at the end of the course book. These can be read to understand the topic but don't copy the matter from here.
5. Course book, reference books and relevant websites can be used to find the subject matter of the project.

Course Book- Commerce Volume II / Part II by Dr. C.B Gupta.

**Topics for the Project:**

1. Select any commercial Bank. Find out the procedure to open a savings account . Find out details of various Agency and General utility services provided by the bank.
2. A ) Study the sources of recruitment and steps involved in the selection procedure adopted by two companies of the same industry.  
B ) Compare and evaluate the sources of recruitment and the selection process adopted by the selected companies.

**\*End\***