



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Behala Centre

15/17 Sourin Roy Road Kolkata - 700034 Phone 9836616668 E-mail: bhl@georgetelegraph.org

ADMISSION PARTICULARS: MAIN CHART

Session: April/May 2016

Refer to Computer Courses Chart for Computer Software courses

Issued on 12th January

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fee	Course Fees if paid in one Lump	Course Fees payable under Installment scheme			Minimum Eligibility
		Duration (months)	Days per week	Classes per day			1st Installment Fees	2nd / Final Installment Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	Fees	
ELECTRONICS & TELECOMMUNICATION										
1	Computer Hardware Engineering {with Networking - (LAN)}	18	3	3 hours						Appeared Class XII Board Exam.
2	Mobile & Telephone Repairing Technician	12								Passed Class X Board Exam.
	Module I : Basic Electronics, EPBT	6	3	3 hours						Completed Module I
	Module II : Computer Software Overview, Mobile handsets (GSM)	6								
3	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours						Passed Class IX
4	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins						Passed Class VIII Exam.
ELECTRICAL										
5	Electrical Technician	12								Appeared Class X Board Exam.
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)		5	16 hours/week (4daysX3hrs+1day X4hrs)						
CIVIL & MECHANICAL										
6	Automobile Engineering	24	3	3 hours.						Passed Class X Board Exam.
7	Automobile Technician (Two & Three Wheeler)	12	3	3 hours						Appeared Class X Board Exam.
8	Automobile Mechanic (With Driving)	6	3	3 hours.						Passed Class VIII Exam.
9	Air-conditioning & Refrigeration Engineering	24	3	3 hours.						Passed Class X Board Exam.
10	Air-conditioning & Refrigeration Technician	12								Passed Class IX
	Part I	6	3	3 hours						Completed Part I
	Part II	6	3	3 hours.						
11	Civil Draughtsmanship (with CAD)	12								Passed Class X Board Exam.
	Part I	6	5	15 hours/week (5daysX3hrs.)						Completed Part I
	Part II	6	5	16 hours/week (4daysX3hrs+1day X4hrs)						
12	Mechanical Draughtsmanship (with CAD)	12								Passed Class X Board Exam.
	Part I	6	5	15 hours/week (5daysX3hrs.)						Completed Part I
	Part II	6	5	16 hours/week (4daysX3hrs+1day X4hrs)						
COMMERCIAL										
13	Office Management (Module I + Module II) As given below	9	3	3 hours						Passed Class XII Board Exam.
14	Front Office Management (Module I)	6	3	3 hours						Passed Class XII Board Exam.
15	Back Office Management (Module II)	4	3	3 hours						Passed Class XII Board Exam.
16	Professional Executive Secretary	12	5	4 1/2 hrs.						Graduation
17	Telephone Operator & Receptionist	6	3	3 hours 45 min.						Passed Class X Board Exam.
	(with computer software overview)									
18	Stenography	12	3	3 hours						Passed Class X Board Exam.
19	Communicative English and Personality Development	3 month (40 hours)	2	2 hours						GTTI Existing students
20	Spoken English	3 month	3	2 hours						Passed Class X Board Exam.
21	Advanced Spoken English	6 month	3	2 hours						Passed Class X Board Exam.
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)						Instalment to be paid within the following Dates				
						Second Instalment		Final Instalment		
For courses of six months in duration						-		20th July 2016		
For courses of one year and more in duration						15th Oct 2016		15th April 2017		
N.B. The following documents are required at the time of admission						PROSPECTUS: Rs.150/-				
A. Photocopy of age-proof Certificate B. Photocopy of last board/council/university examination Mark Sheet/Certificate C. 3 copies of recent passport size photograph						Please Note: At the time of admission: For one lump: Admission Fees + Course Fees i.e (A+B) For Installment scheme: Admission Fees + Installment Fees i.e (A+C)				
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION						By order Gora Dutta Principal				



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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April/May 2016

Refer to Main Chart for other courses

Issued on 12th January

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fee	Course Fees if paid in one Lump	Fees payable under Installment scheme		Minimum Eligibility
		Duration (months)	Days per week	Classes per day			1st Installment Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	
COMPUTER SOFTWARE									
1	Computer Application & Programming (CAP)	12							Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i>	6	4	3 hours					
	<i>Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6							
2	Office & Internet	6							Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems</i>	1	3	2 hours					
	<i>Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)</i>	2							
	<i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	3							
Desk Top Publishing (DTP)	6								
<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1	3	2 hours						
<i>Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker</i>	2								
<i>Module II: CorelDraw ■ PhotoShop ■ Freehand</i>	3								
Computer Aided Drafting (CAD)	6								
<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1	3	2 hours						
<i>Module I: Drafting Concepts ■ Basic CAD</i>	2								
<i>Module II: Intermediate CAD & Advanced CAD</i>	3								
Class Time and Class Day may vary in exigency of circumstance									
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins.Per Week)						Instalment to be paid within the following Dates			
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