



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Berhampore Centre

1 R. M. Sen Road, Berhampore - 742101 ☎ (03482) 253230 Email: brh@georgetelegraph.org

### ADMISSION PARTICULARS: MAIN CHART

#### Session: April/May 2016

Refer to Computer Courses Chart for Software courses

Issued on 12th January 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fees	Course Fees if paid in one Lump	Fees payable under Installment scheme			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	Fees	Course Fees	1st Installment Fees	2nd / Final Installment Fees	Final Installment Fees	
							Fees	Fees	Fees	
					(A)	(B)	(C)	(D)	(E)	
<b>ELECTRONICS &amp; TELECOMMUNICATION</b>										
1	Electronics Appliances Engineering	12	3	3						Passed Class X Board Exam.
2	Computer Hardware Engineering (with Networking - (LAN))	18	3	3 hours						Appeared Class XII Board Exam. (Non sc.)
3	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours						Passed Class IX
4	Mobile & Telephone Repairing Technician	12								Passed Class X Board Exam.
	Module I : Basic Electronics, EPBT, Cordless	6								Completed Module I
	Module II : Computer Software Overview, EPABX, Mobile handsets (GSM)	6	3	3 hours						
<b>ELECTRICAL</b>										
5	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/week (4daysX3hrs+1dayX4hrs)						Appeared Class X Board Exam.
6	Armature Winder	6	3	3 hours						Class IX (Fresher)
<b>CIVIL &amp; MECHANICAL</b>										
7	Automobile Engineering	24	3	3 hours						Passed Class X Board Exam.
8	Automobile Technician (Two & Three Wheeler)	12	3	3						Appeared Class X Board 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	Godrej Advance Certificate Course in Refrigeration, Air conditioning & Washing Machines	3 + 3 months (Internship)	6	8 hrs.						Passed Class X Board Exam.
12	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+1dayX4hrs)						
<b>COMMERCIAL</b>										
13	English Typing	12	5	45min	200	1,000	-	-	-	Passed Class X Board Exam.
14	Bengali Typing	12	5	45min	200	1,300	-	-	-	Passed Class X Board Exam.
15	Bengali / English Typing practice	3	5	45min			-	-	-	Completed course of sl. no. 13 / 14
<b>COMMUNICATION</b>										
16	Communicative English and Personality Development	3 month (40 hours)	2	2 hours						GTTI Existing students
17	Spoken English	3 month	3	2 hours						Madhyamik
18	Advanced Spoken English	6 month	3	2 hours						Madhyamik
<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							Please Note: At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) For installment scheme: Admission Fees +Installation Fees i.e (A+C)			
B. Photocopy of last board/council/university examination Mark Sheet/Certificate										
C. 3 copies of recent passport size photograph										
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 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fees	Course Fees if paid in one Lump	Fees payable under Installment scheme		Minimum Eligibility
		Duration (months)	Days per week	Classes per day	Fees	Fees	1st Installment Fees	2nd / Final Installment Fees	
					(A)	(B)	(C)	(D)	
<b>COMPUTER SOFTWARE</b>									
1	<b>Computer Application &amp; Programming (CAP)</b>	12	3	4 hours					Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6							
	Module II: Overview on HTML, Front Page, Photoshop Basics, Overview on VB Script & ASP, Oracle, OOP with C++, Basic Project.	6							
2	<b>Office &amp; Internet</b>	6	3	2 hours					Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems	1							
	Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)	2							
	Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher	3							
3	<b>Desk Top Publishing (DTP)</b>	6	3	2 hours					Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1							
	Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker	2							
	Module II: CorelDraw ■ PhotoShop ■ Freehand	3							
4	<b>Computer Aided Drafting (CAD)</b>	6	3	2 hours					D'man/ Polytech.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1							
	Module I: Drafting Concepts ■ Basic CAD	2							
	Module II: Intermediate CAD & Advanced CAD	3							
5	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	3	2 hours					Passed Class XII Board Exam. (Com.)
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1							
	Module I: Word ■ Excel ■ ACE ■ FACT	2							
	Module II: EX-NGN ■ Tally (Including VAT & TDS)	3							
6	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	4	2 hours					Passed Class XII Board Exam. (Non-Com.)
	Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting	3							
	Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)	3							
<b>Class Time and Class Day may vary in exigency of circumstance</b>									
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)						<b>Installment to be paid within the following Dates</b>			
						<b>Final Installment</b>			
For courses of six months in duration						<b>20th July 2016</b>			
For courses of one year or more in duration						<b>15th Oct 2016</b>			
N.B. The following documents are required at the time of admission						<b>PROSPECTUS: Rs.150/-</b>			
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 <b>Gora Dutta</b> Principal			