



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Bolpur Centre

Near Bandhgora High School, Bolpur bypass road, Bolpur, Birbhum-731204 Ph: 9434387093

ADMISSION PARTICULARS: MAIN CHART

Session: September/ October, 2015

Refer to Main Chart for other courses
Issued on 9th September, 2015

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fees	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	3rd / Final Installment	
							Fees	Fees	Fees	
				(A)	(B)	(C)	(D)	(E)		
ELECTRONICS & TELECOMMUNICATION										
1	Electronics & Telecommunication Engineering (3 years)	36	4	3 hours.						Passed Class X Board Exam.
2	Computer Hardware Engineering (with Networking - (LAN))	18	3	3 hours.						Appeared Class XII Board Exam.
3	Computer Hardware Technician	6	3	3 hours.						Passed Class X Board Exam. + qualification in basic electronics
4	Mobile & Telephone Repairing Technician	12								Passed Class X Board Exam.
	Module I : Basic Electronics, EPBT	6								Completed Module I
	Module II : Computer Software Overview, Mobile handsets (GSM)	6	3	3 hours						
5	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours						Passed Class IX
ELECTRICAL										
6	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/ week (4daysX3hrs+1day X4hrs)						Appeared Class X Board Exam.
CIVIL & MECHANICAL										
7	Automobile Engineering	24	3	3 hours.						Passed Class X Board Exam.
8	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.						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	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours						Passed Class XII 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)						
13	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+1dayX4hrs)						
14	Field Surveying (with CAD Overview)	12	3	3 hours.						Passed Class X Board Exam.
COMMERCIAL										
15	Professional Executive Secretary	12	5	4 1/2 hrs.						Graduation
16	Telephone Operator & Receptionist	6	3	3 hours 45 min.						Passed Class X Board Exam.
	(with Computer Software Overview)									
17	Office Management (Module I + Module II) As given below	9	3	3 hours						Passed Class XII Board Exam.
18	Front Office Management (Module I)	6	3	3 hours						Passed Class XII Board Exam.
19	Back Office Management (Module II)	4	3	3 hours						Passed Class XII Board Exam.
COMMUNICATION										
20	Spoken English	3	5	2 hours						Passed Class X Board Exam.
21	Advanced Spoken English	6	5	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				
For courses of six months in duration						Second Instalment			Final Instalment	
For courses of one year and more in duration						-			20th January, 2016	
The following documents are required at the time of admission						15th April, 2016 PROSPECTUS: Rs.150/- 15th September, 2016				
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 SOFTWARE

Session: September/ October, 2015

Refer to Computer Courses Chart for Computer Software courses
Issued on 9th September, 2015

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.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	3	4 hours.					
	Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6							
2	MS. Office and DTP	6	3	2 hours					Passed Class X Board Exam.
3	Computer Aided Drafting (CAD)	6							D'man/Polytech h.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours					
	Module I: Drafting Concepts ■ Basic CAD	2							Completed ATE/ARE from GTTI
	Module II: Intermediate CAD & Advanced CAD	3							
4	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6							Passed Class XII Board Exam.(Com.)
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours					
	Module I: Word ■ Excel ■ ACE ■ FACT	2							
	Module II: EX-NGN ■ Tally (Including VAT & TDS)	3							
5	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6							Passed Class XII Board Exam. (Non-Com.)
	Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting	3	4	2 hours					
	Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)	3							
6	Computer Application (CA)								Passed Class X Board Exam.
	Module I: Computer Fundamentals & Operating System, Word & PowerPoint, Excel & Access, Outlook, Internet & E-mail Concepts, Oracle, Presentation Project	6	3	2 hours					
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			
For courses of six months in duration						31st January, 2016			
For courses of one year in duration						30th April, 2016			
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			