



THE GEORGE TELEGRAPH TRAINING INSTITUTE Guwahati Centre

180, Rajgarh Road, (Beside - Directorate of Sainik Welfare, Assam), Guwahati - 781007 ☎ (0361) 246-3697/246-3835

E-mail: gwh@georgetelegraph.org / georgetelegraph@rediffmail.com

ADMISSION PARTICULARS Session: April/May 2016

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 | | | 1st Installment Fees | 2nd / Final Installment Fees | Final Installment Fees | | |
| | | | | | | | Fees | Fees | Fees | | |
| | | | | | (A) | (B) | (C) | (D) | (E) | | |
| 12 | Spoken English | 3 month | 3 | 2 hours | | | | | | Madhyamik | |
| 13 | Advanced Spoken English | 6 month | 3 | 2 hours | | | | | | Madhyamik | |
| Class Time and Class Day may vary in exigency of circumstance | | | | | | | Instalment to be paid within the following Dates | | | | |
| | | | | | | | 2nd / Final Instalment | | Final Instalment | | |
| For courses of three months in duration (where applicable) | | | | | | | - | | Within 30th May 2016 | | |
| For courses of six months in duration | | | | | | | - | | 20th July 2016 | | |
| For courses of one year and more in duration | | | | | | | 15th Oct 2016 | | 15th March 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 |



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Guwahati Centre

180, Rajgarh Road, (Beside - Directorate of Sainik Welfare, Assam), Guwahati - 781007 ☎ (0361) 246-3697/246-3835

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 | | | 1st Installment Fees | 2nd / Final Installment Fees | |
| | | | | | | | Fees | Fees | |
| | | | | | | (A) | (B) | (C) | (D) |
| COMPUTER SOFTWARE | | | | | | | | | |
| 1 | Computer Aided Drafting (CAD) | 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 | | | | | | | |
| 2 | Computerised Financial Accounting (CFA) (Including VAT & TDS) | 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 | | | | | | | |
| 3 | Computerised Financial Accounting (CFA) (Including VAT & TDS) | 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 | | | | | | | |
| <i>Class Time and Class Day may vary in exigency of circumstance</i> | | | | | | | Installment to be paid within the following Dates | | |
| For Courses of Six Months Duration | | | | | | | Final Installment 20th July 2016 | | |
| N.B. The following documents are required at the time of admission | | | | | | | PROSPECTUS: Rs.150/- | | |
| A. Photocopy of age-proof Certificate | | | | | Please Note: | | | | |
| B. Photocopy of last board/council/university examination Mark Sheet/Certificate | | | | | At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) | | | | |
| C. 3 copies of recent passport size photograph | | | | | 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 | | |