



ADMISSION PARTICULARS: MAIN CHART

Session: April/May 2017

Refer to Computer Courses Chart for Computer Software courses
Issued on 10th January 2017

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS & TELECOMMUNICATION					
1	Electronics & Telecommunication Engineering (3 years)	36	4	3 hours.	Passed Class X Board Exam.
					Completed Part I
2	Computer Hardware Engineering <i>(with Networking - [LAN])</i>	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	3	3 hours	Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT</i>	6			Completed Module I
	<i>Module II : Computer Software Overview, Mobile handsets (GSM)</i>	6			
5	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
ELECTRICAL					
6	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
7	Armature Winder	6	4	3 hours.	Class IX
CIVIL & MECHANICAL					
8	Automobile Engineering	24	3	3 hours.	Passed Class X Board Exam.
9	Automobile Technician <i>(Two & Three Wheeler)</i>	12	3	3 hours.	Appeared Class X Board Exam.
10	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
11	Air-conditioning & Refrigeration Technician	12	3	3 hours	Passed Class IX
	<i>Part I</i>	6			Completed Part I
	<i>Part II</i>	6			
12	Diesel & Electric Pump & Generator Mechanic	6	3	3 hours.	Class IX
13	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	<i>Part I</i>	6			Completed Part I
	<i>Part II</i>	6			
14	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	Passed Class XII Board Exam.
15	Field Surveying (with CAD Overview)	12	3	3 hours.	Passed Class X Board Exam.
COMMERCIAL					
16	Telephone Operator & Receptionist <i>(with Computer Software Overview)</i>	6	3	3 hours 45 min.	Passed Class X Board Exam.
17	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
COMMUNICATION					
18	Advanced Spoken English	6	5	2 hours	Passed Class X Board Exam.

Class Time and Class Day may vary in exigency of circumstance

Communicative English is Compulsory for Courses having duration of 1year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)

For courses of six months in duration

For courses of one year and more in duration

N.B. The following documents are required at the time of admission

- 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



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ADMISSION PARTICULARS: COMPUTER SOFTWARE

Session: April/May 2017

Refer to Main Chart for other courses

Issued on 10th January 2017

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
COMPUTER SOFTWARE					
1	Computer Application & Programming (CAP)	12	3	4 hours.	Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i>	6			
	<i>Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6			
2	Desk Top Publishing (DTP)	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker</i>	2			
	<i>Module II: CorelDraw ■ PhotoShop ■ Freehand</i>	3			
3	Computer Aided Drafting (CAD)	6	3	2 hours	D'man/Polytech.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			Completed ATE/ARE from GTTI
	<i>Module I: Drafting Concepts ■ Basic CAD</i>	2			
	<i>Module II: Intermediate CAD & Advanced CAD</i>	3			
4	Computerised Financial Accounting (CFA)	6	3	2 hours	Passed Class XII Board Exam.(Com.)
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ Excel ■ ACE ■ FACT</i>	2			
	<i>Module II: EX-NGN ■ Tally (Including VAT & TDS)</i>	3			
5	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6	4	2 hours	Passed Class XII Board Exam. (Non-Com.)
	<i>Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting</i>	3			
	<i>Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)</i>	3			
<i>Class Time and Class Day may vary in exigency of circumstance</i>					
Communicative English is Compulsory for Courses having duration of 1year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins.Per Week)					
For courses of six months in duration					
For courses of one year in duration					
N.B. The following documents are required at the time of admission					
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					
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					Principal