



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Joynagar Centre

38, N.S. Road, Joynagar-Majilpur, 24 Pgs (South), Ph. : 983666773

ADMISSION PARTICULARS: MAIN CHART

Session: April/May 2016

Refer to Computer Courses Chart for Computer Software courses
Issued on 12th January 2016

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	Electronics & Telecommunication Engineering	36	4	3 hours						Passed Class X Board Exam. Completed Part I
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	3	3 hours						Completed Module I
	Module II : Computer Software Overview, Mobile handsets (GSM)	6								
5	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours						Passed Class IX
ELECTRICAL										
6	Electrical Technician	12	5	16 hours/week (4daysX3hrs+1dayX4hrs)						Appeared Class X Board Exam.
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)									
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 (Two & Three Wheeler)	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								Passed Class IX
	Part I	6	3	3 hours						Completed Part I
	Part II	6	3	3 hours.						
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)						
COMMERCIAL										
14	Office Management (Module I + Module II) As given below	9	3	3 hours						Passed Class XII Board Exam.
15	Front Office Management (Module I)	6	3	3 hours						Passed Class XII Board Exam.
16	Back Office Management (Module II)	4	3	3 hours						Passed Class XII Board Exam.
17	Professional Executive Secretary	12	5	4 1/2 hrs.						Graduation
18	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.						Passed Class X Board Exam.
COMMUNICATION										
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>										
						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 2016

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	Final Installment		
					Fees	Fees	Fees	Fees		
COMPUTER SOFTWARE										
1	Computer Application & Programming (CAP)	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 & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6								
2	Office & Internet	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	Internet & Web Publishing	3	3	2 hours					Passed Class X Board Exam.	
	Base Module: PC Fundamentals ■ Operating Systems ■ IT Concepts ■ Internet	1								
	Module I: Word ■ PhotoShop ■ HTML ■ FrontPage ■ Flash	2								
4	Desk Top Publishing (DTP)	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								
5	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								
6	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								
7	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>										
						Instalment to be paid within the following Dates				
For courses of six months in duration						20th July 2016				
For courses of one year in duration						15th Oct 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