



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Kakdwip Centre

Opposite Registry Office Kakdwip Deed Writer Association Building 2nd Floor, Kakdwip South 24 Parganas -743347
Ph.- 9830077802/03 Email:kdp@georgetelegraphgroup.org



ADMISSION PARTICULARS: MAIN CHART

Session: April/ May, 2017

Refer to Computer Courses Chart for Computer Software courses

Issued on 9th November, 2016

Sl. No.	COURSE	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS					
1	Computer Hardware Technician	6	3	3 hours	Passed Class X Board Exam. + qualification in basic electronics
2	Computer Hardware & Networking Engineering {with Networking - (LAN)}	18	3	3 hours	Appeared Class XII Board Exam.
3	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	Passed Class IX
4	Mobile & Telephone Repairing Technician	12	3	3 hours	Passed Class X Board Exam.
	Module I : Basic Electronics, EPBT	6			
	Module II : Computer Software Overview, Mobile handsets (GSM)	6			Completed Module I
ELECTRICAL					
5	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
CIVIL & MECHANICAL					
6	Automobile Engineering	24	3	3 hours	Passed Class X Board Exam.
7	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	Appeared Class X Board Exam.
8	Air-conditioning & Refrigeration Engineering	24	3	3 hours	Passed Class X Board Exam.
9	Air-conditioning & Refrigeration Technician	12	3	3 hours	Passed Class IX
	Part I	6			Completed Part I
	Part II	6			
10	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	Part I	6			Completed Part I
	Part II	6			16 hours/week (4daysX3hrs+1dayX4hrs)
11	Diesel & Electric Pump & Generator Mechanic	6	3	3 hours.	Class IX
12	Mechanical Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	Part I	6			Completed Part I
	Part II	6			16 hours/week (4daysX3hrs+1dayX4hrs)
13	Field Surveying (with CAD Overview)	12	3	3 hours.	Passed Class X Board Exam.
14	Field Surveying (Amin)	6	3	3 hours.	Passed Class X Board Exam.
COMMERCIAL					
15	Telephone Operator & Receptionist (with Computer Software Overview)	6	3	3 hours 45 min.	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)					
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					
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					
					Principal



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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April/ May, 2017

Refer to Main Chart for other courses

Issued on 9th November, 2016

Sl. No.	COURSE	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
	Computer Software				
1	Computer Application & Programming (CAP)	12	4	3 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.)
	Module I : Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel	3			
	Module II : ■ ACE ■ FACT ■ 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>					
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For courses of six months in duration					
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