



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Malbazar Centre

Raja Para Road, Ward No.3, Caltex More, Malbazar, Jalpaiguri, Pin: 735 221,

Ph. 9674165584/(0356)2256987, E-mail: mlb@georgetelegraph.org

ADMISSION PARTICULARS : MAIN CHART

Session: April-May 2016

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

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	2nd / Final Installment Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	Fees	
				(A)	(B)	(C)	(D)	(E)		
ELECTRONICS										
1	Computer Hardware Engineering <i>(with networking (LAN))</i>	18	3	3 hours.						Appeared Class XII Board Exam.
2	Mobile & Telephone Repairing Technician	12								Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT, Cordless</i>	6								Completed Module I
	<i>Module II : Computer Software Overview, EPABX, Mobile handsets (GSM)</i>	6	3	3 hours						
3	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours						Passed Class IX
ELECTRICAL										
4	Electrical Technician	12								Appeared Class X Board Exam.
	<i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>		5	16 hours/ week (4daysX3hrs+1dayX4hrs)						
CIVIL & MECHANICAL										
5	Automobile Engineering	24	3	3 hours.						Passed Class X Board Exam.
6	Automobile Mechanic	6	3	3 hours						Passed Class VIII
	<i>(with driving)</i>									
7	Air-conditioning & Refrigeration Technician	12								Passed Class IX
	<i>Part I</i>	6	3	3 hours.						Completed Part I
	<i>Part II</i>	6	3	3 hours.						
8	Civil Draughtsmanship (with CAD)	12								Passed Class X Board Exam.
	<i>Part I</i>	6	5	15 hours/week (5daysX3hrs.)						Completed Part I
	<i>Part II</i>	6	5	16 hours/week (4daysX3hrs+1dayX4hrs)						
COMMERCIAL										
9	Telephone Operator & Receptionist <i>Computer Operating, Internet, Personality Development.</i>	6	3	3 hours 45 min.						Passed Class X Board Exam.
COMMUNICATION										
10	Communicative English and Personality Development	3 month (40 hours)	2	2 hours						GTTI Existing students
11	Spoken English	3	3	2 hours						Madhyamik
12	Advanced Spoken English	6	3	2 hours						Madhyamik
<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				
						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						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)				
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						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 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	Course Fees			
					(A)	(B)	(C)	(D)	
COMPUTER SOFTWARE									
1	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							
2	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							
3	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							
4	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							
5	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 Instalment 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: 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)			
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						By order	Gora Dutta	Principal	