



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Nabagram Centre

Village + P.O. + P.S. :- Nabagram, District: Murshidabad, PIN: 742184. ☎ 8145095974 Email: ritma.rupai@gmail.com



ADMISSION PARTICULARS: MAIN CHART

Session: April/ May, 2017

Refer to Computer Courses Chart for Software courses

Issued on 9th November, 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS & TELECOMMUNICATION					
1	Electronics Appliances Engineering	12	3	3	Passed Class X Board Exam.
2	Computer Hardware & Networking Engineering <i>(with Networking - [LAN])</i>	18	3	3 hours	Appeared Class XII Board Exam. (Non sc.)
3	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
4	Mobile & Telephone Repairing Technician	12			Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT, Cordless</i>	6			
	<i>Module II : Computer Software Overview, EPABX, Mobile handsets (GSM)</i>	6	3	3 hours	Completed Module I
ELECTRICAL					
5	Electrical Technician	12			Appeared Class X Board Exam.
	<i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>		5	16 hours/ week (4daysX3hrs+1dayX4hrs)	
6	Armature Winder	6	3	3 hours	Class IX (Fresher)
CIVIL & MECHANICAL					
7	Automobile Engineering	24	3	3 hours	Passed Class X Board Exam.
8	Automobile Technician	12	3	3	Appeared Class X Board Exam.
	<i>(Two & Three Wheeler)</i>				
9	Air-conditioning & Refrigeration Engineering	24	3	3 hours	Passed Class X Board Exam.
10	Air-conditioning & Refrigeration Technician	12			Passed Class IX
	<i>Part I</i>	6	3	3 hours	
	<i>Part II</i>	6	3	3 hours	Completed Part I
11	Godrej Advance Certificate Course in Refrigeration, Air conditioning & Washing Machines	3 + 3 months (Internship)	6	8 hrs.	Passed Class X Board Exam.
12	Civil Draughtsmanship (with CAD)	12			Passed Class X Board Exam.
	<i>Part I</i>	6	5	15 hours/week (5daysX3hrs.)	
	<i>Part II</i>	6	5	16 hours/week (4daysX3hrs+1dayX4hrs)	Completed Part I
COMMERCIAL					
13	English Typing	12	5	45min	Passed Class X Board Exam.
14	Bengali Typing	12	5	45min	Passed Class X Board Exam.
15	Bengali / English Typing practice	3	5	45min	Completed course of sl. no. 13 / 14
COMMUNICATION					
16	Communicative English and Personality Development	3 month (40 hours)	2	2 hours	GTTI Existing students
17	Spoken English	3 month	3	2 hours	Madhyamik
18	Advanced Spoken English	6 month	3	2 hours	Madhyamik

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

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.	NAMES OF THE COURSES	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.
	<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, Photoshop Basics, Overview on VB Script & ASP, Oracle, OOP with C++, Basic Project.</i>	6			
2	Office & Internet	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems</i>	1			
	<i>Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)</i>	2			
	<i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	3			
3	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			
4	Computer Aided Drafting (CAD)	6	3	2 hours	D'man/ Polytech.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Drafting Concepts ■ Basic CAD</i>	2			
	<i>Module II: Intermediate CAD & Advanced CAD</i>	3			
5	Computerised Financial Accounting (CFA) (Including VAT & TDS)	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			
6	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 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 or more in duration					
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