



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Bagnan Centre

Khanika Bhawan' Station Road North,  
N.D. Block, Bagnan, Howrah – 711303 )9051110638 . E-mail:

### ADMISSION PARTICULARS: MAIN CHART

Session: Sept-Oct 2016

Refer to Computer Courses Chart for Computer Software courses  
Issued on 17th May 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	
1	Electronics Appliances Engineering	12	3	3						Passed Class X Board Exam.
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								Completed Module I
	Module II : Computer Software Overview, Mobile handsets (GSM)	6	3	3 hours						
5	Mobile & Telephone Mechanic	6	3	3 hours						Passed Class IX
	(with EPBT, Cordless, Mobile handsets)									
6	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins						Passed Class VIII Exam.
<b>ELECTRICAL</b>										
7	Electrical Technician	12								Appeared Class X Board Exam.
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)		5	16 hours/ week (4daysX3hrs+1dayX4hrs)						
8	Armature Winder	6	4	3 hours						Class IX
<b>MECHANICAL &amp; CIVIL</b>										
9	Automobile Engineering	24	3	3 hours.						Passed Class X Board Exam.
10	Automobile Technician	12	3	3 hours.						Appeared Class X Board Exam.
	(Two & Three Wheeler)									
11	Air-conditioning & Refrigeration Engineering	24	3	3 hours.						Passed Class X Board Exam.
12	Air-conditioning & Refrigeration Technician	12								Passed Class IX
	Part I	6	3	3 hours.						Completed Part I
	Part II	6	3	3 hours.						
13	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)						
<b>COMMERCIAL</b>										
14	Professional Executive Secretary	12	5	4 1/2 hrs.						Graduation
15	Office Management (Module I + Module II) As given below	9	3	3 hours						Passed Class XII Board Exam.
16	Front Office Management (Module I)	6	3	3 hours						Passed Class XII Board Exam.
17	Back Office Management (Module II)	4	3	3 hours						Passed Class XII Board Exam.
<b>COMMUNICATION</b>										
18	Communicative English and Personality Development	3 month (40 hours)	2	2 hours						GTTI Existing students
19	Spoken English	3 month	3	2 hours						Passed Class X Board Exam.
20	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>										
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)						Instalment to be paid within the following Dates				
						Second Instalment			Final Instalment	
For courses of six months in duration						-			20th Jan, 2017	
For courses of one year and more in duration						15th April, 2017			15th Sep, 2017	
IV.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) Installment scheme: Admission Fees +Installment Fees i.e (A+C)				For
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: Sept-Oct 2016

Refer to Main Chart for other courses

Issued on 17th May 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 Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	
<b>COMPUTER SOFTWARE</b>									
1	<b>Computer Application (CA)</b>	6	3	2 hours					Passed Class X Board Exam.
	Module I: Computer Fundamentals & Operating System, Word & PowerPoint, Excel & Access, Outlook, Internet & E-mail Concepts, Oracle, Presentation Project								
2	<b>Computer Application &amp; Programming (CAP)</b>	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							
3	<b>Computer Aided Drafting (CAD)</b>	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	<b>MS. Office and DTP</b>	3	3	2 hours					Passed Class X Board Exam.
5	<b>Desk Top Publishing (DTP)</b>	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							
6	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	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	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	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							
For courses of six months in duration					20th Jan, 2017				
For courses of one year and more in duration					30th 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