



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Dakghar Centre

Dakghar, Maheshtala

### ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2020

Refer to Computer Courses Chart for Computer Software courses

Issued on 17th January 2020



Sl. No.	COURSE	CLASSES			N.S.D.C TRAINING PARTNER	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		
<b>ELECTRONICS &amp; TELECOMMUNICATION</b>												
1	Computer Hardware & Networking Engineering <i>{with Networking - (LAN)}</i>	18	3	3 hours	✓						Appeared Class XII Board Exam.	
<b>ELECTRICAL</b>												
2	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview &amp; Engineering Drawing)</i>	12	5	16 hours/week (4daysX3hrs+1dayX4hr)	✓						Appeared Class X Board Exam.	
<b>CIVIL &amp; MECHANICAL</b>												
3	Automobile Engineering	24	3	3 hours	✓						Passed Class X Board Exam.	
4	Automobile Technician <i>(Two &amp; Three Wheeler)</i>	12	3	3 hours.	✓						Appeared Class X Board Exam.	
5	Automobile Mechanic	6	3	3 hours.	✓						Passed Class VIII Exam.	
6	Air-conditioning & Refrigeration Engineering	24	3	3 hours	✓						Passed Class X Board Exam.	
7	Air-conditioning & Refrigeration Technician	12			✓						Passed Class IX	
	<i>Part I</i>	6	3	3 hours								
	<i>Part II</i>	6	3	3 hours								
8	AIR-CONDITIONING & REFRIGERATION MECHANIC	6	3	3 hours							Passed Class VIII Exam	
9	Civil Draughtsmanship (with CAD)	12			✓						Passed Class X Board Exam.	
	<i>Part I</i>	6	5	15 hours/week (5daysX3hr)								
	<i>Part II</i>	6	5	15 hours/week (4daysX3hr)								
<b>COMMERCIAL</b>												
10	Office Management (Module I + Module II) As given below	10	3	3 hours							Passed Class XII Board Exam.	
11	Front Office Management (Module I)	6	3	3 hours							Passed Class XII Board Exam.	
12	Back Office Management (Module II)	4	3	3 hours							Passed Class XII Board Exam.	
13	Telephone Operator & Receptionist <i>(with computer software overview)</i>	6	3	3 hours 45 min.							Passed Class X Board Exam.	
Class Time and Class Day may vary in exigency of circumstance												
							Instalment to be paid within the following Dates					
							Second Instalment		Final Instalment			
For courses of six months in duration							-		20th Jan 2020			
For courses of one year and more in duration							15th April 2020		15th Sept 2020			
N.B. The following documents are required at the time of admission							PROSPECTUS: Rs. 200/-					
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	



## THE GEORGE TELEGRAPH TRAINING INSTITUTE

### Dakghar Centre

Dakghar, Maheshtala

Kolkata : 700141

ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2020

Refer to Main Chart for other courses

Issued on 17th January 2020



Sl. No.	COURSE	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fees	Course Fees if paid in	Fees payable under Installment scheme		Minimum Eligibility
		Duration (months)	Days per week	Classes per day		Fees	Fees	1st Installment Fees	Final Installment Fees	
	<b>Computer Software</b>					(A)	(B)	(C)	(D)	
1	<b>Office &amp; Internet</b>	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	<b>Computer Aided Drafting (CAD)</b>		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								
3	<b>Computerised Financial Accounting (CFA)</b>	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)
4	<b>Computerised Financial Accounting (CFA)</b>	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
						<b>Instalment to be paid within the following Dates</b>				
For courses of six months in duration						<b>20th Jan 2020</b>				
For courses of one year and more in duration						<b>30th April 2020</b>				
N.B.	The following documents are required at the time of admission					<b>PROSPECTUS: Rs.200/-</b>				
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	<b>Gora Dutta</b>		Principal	