



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Konnagar Centre

Indrapuri Apartment, Block 3 1st floor, 82 S.C Chatterjee Street, Konnagar
Phone : 8697140843 / 9163877333 E-mail:

ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2020

Refer to Computer Courses Chart for Computer Software courses

Updated as on 17th January 2020



Sl. No.	NAMES OF THE COURSES	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		
ELECTRONICS & TELECOMMUNICATION												
1	Computer Hardware & Networking Engineering	18	3	3 hours	✓						Appeared Class XII Board Exam.	
2	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	✓							
3	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile)	6	3	3 hours	✓						Passed Class IX	
4	Computer Hardware Technician	6			✓						Passed Class X Board Exam. + qualification in basic electronics	
ELECTRICAL												
5	Electrical Technician	12	5	16 hours/week (4daysX3hrs+1dayX4hrs)	✓						Appeared Class X Board Exam.	
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)											
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	Automobile Mechanic	6	3	3 hours.	✓						Passed Class VIII Exam.	
9	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.	
10	Air-conditioning & Refrigeration Technician	12			✓						Passed Class IX	
	Part I	6	3	3 hours								
	Part II	6	3	3 hours.							Completed Part I	
11	Civil Draughtsmanship (with CAD)	12			✓						Passed Class X Board Exam.	
	Part I	6	5	15 hours/week (5daysX3hrs)								
	Part II	6	5	16 hours/week (4daysX3hrs+1dayX4hrs)							Completed Part I	
12	Field Surveying (with CAD Overview)	12	3	3 hours							Passed Class X Board Exam.	
13	Field Surveying (Amin)	6	3	3 hours							Passed Class X Board Exam.	
14	Civil Construction Technology	12	3	4 hours	✓						Passed Class XII Board Exam.	
COMMERCIAL												
15	Office Management (Module I + Module II) As given below	10	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.	
18	Professional Executive Secretary	12	5	4 1/2 hrs.	✓						Graduation	
19	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.							Passed Class X Board Exam.	
20	Stenography	12	3	3 hours							Passed Class X Board Exam.	
21	Spoken English	3 month	3	2 hours							Passed Class X Board Exam.	
22	Advanced Spoken English	6 month	3	2 hours							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			
						15th April 2020			20th Jan 2020			
						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:						
B. Photocopy of last board/council/university examination Mark Sheet/Certificate						At the time of admission:						
C. 3 copies of recent passport size photograph						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



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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2020

Refer to Main Chart for other courses

Issued on 17th January 2020



Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fee	Course Fees if	Fees payable under		Minimum Eligibility
		Duration (months)	Days per week	Classes per day				1st Installment	Final	
						Fees	Fees	Fees	Fees	
COMPUTER SOFTWARE										
1	Computer Application & Programming (CAP)	12								Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i>	6	4	3 hours	✓					
	<i>Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6								
2	Office & Internet	6								Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals n Operating Systems</i>	1	3	2 hours	✓					
	<i>Module I: Word n Excel n PowerPoint n Internet (Browsing & E-mailing)</i>	2								
	<i>Module II: Outlook n Access n PhotoDraw n Publisher</i>	3								
3	Computer Aided Drafting (CAD)	6								D'man/Pol ytech.
	<i>Base Module: Computer Fundamentals n Operating Systems n IT Concepts</i>	1	3	2 hours						
	<i>Module I: Drafting Concepts n Basic CAD</i>	2							Completed ATE/ARE from GTTI	
	<i>Module II: Intermediate CAD & Advanced CAD</i>	3								
4	Computerised Financial Accounting (CFA)	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)
5	Computerised Financial Accounting (CFA)	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
								Instalment to be paid within the following		
								20th Jan 2020		
								30th April 2020		
N.B. The following documents are required at the time of admission								PROSPECTUS: Rs.200/-		
	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								by order	Gora Dutta	Principal