



THE GEORGE TELEGRAPH TRAINING INSTITUTE

**Bagnan Centre**

Khanika Bhawan' Station Road North,  
N.D. Block, Bagnan, Howrah – 711303 Ph :9051110638 . E-mail: bgn@georgetelegraph.org

**ADMISSION PARTICULARS: MAIN CHART**  
**Session: April-May 2019**

Refer to Computer Courses Chart for Computer Software courses  
Issued on 6th December 2018



Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C Training Partner	N.S.O.U Affiliation	Admission Fee	Course Fees if paid in one Lump	University Certification Fees	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 & Electrical Equipment Engineering (Household)	12	3	3	✓								Passed Class X Board Exam.	
2	Computer Hardware Engineering with Networking	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	3	3 hours	✓								Completed Module I	
	Module II : Computer Software Overview, Mobile handsets (GSM)	6												
5	Mobile & Telephone Repairing Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	✓								Passed Class IX	
6	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	3 hours		✓							Passed Class VIII Exam.	
7	CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours		✓							Passed Class VIII Exam.	
<b>ELECTRICAL</b>														
8	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/ week (40daysX3hrs+1dayX4hrs)									Appeared Class X Board Exam.	
	9	Armature Winder	6	4	3 hours								Class IX	
<b>MECHANICAL &amp; CIVIL</b>														
10	Automobile Engineering	24	3	3 hours.	✓								Passed Class X Board Exam.	
11	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓								Appeared Class X Board Exam.	
12	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓								Passed Class X Board Exam.	
13	Air-conditioning & Refrigeration Technician	12			✓								Passed Class IX	
	Part I	6	3	3 hours.									Completed Part I	
	Part II	6	3	3 hours.										
14	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>														
15	Professional Executive Secretary	12	5	4 1/2 hrs.	✓								Graduation	
16	Office Management (Module I + Module II) As given below	10	3	3 hours		✓							Passed Class XII Board Exam.	
17	Front Office Management (Module I)	6	3	3 hours		✓							Passed Class XII Board Exam.	
18	Back Office Management (Module II)	4	3	3 hours		✓							Passed Class XII Board Exam.	
19	Stenography	6	3	2 hours		✓							Passed Class X Board Exam.	
20	Stenography	12	3	3 hours		✓							Passed Class X Board Exam.	
<b>COMMUNICATION</b>														
21	Communicative English and Personality Development	3 month (40 hours)	2	2 hours									GTTI Existing students	
22	Spoken English	3 month	3	2 hours		✓							Passed Class X Board Exam.	
23	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>														
Enrolment to Communicative English and Personality Development (CEPD) course is mandatory for admission to all courses having duration of 1 year and above. The course fees for such students for Communicative English & Personality Development course would be Rs. 1700/- . The admission and payment of course fees for CEPD is compulsory at the time of taking admission in all courses of 1 year & above														
<b>Instalment to be paid within the following Dates</b>														
							<b>Second Instalment</b>			<b>Final Instalment</b>				
							-			20th July, 2019				
							15th Oct, 2019			15th April, 2020				
N.B The following documents are required at the time of admission														
A. Photocopy of age-proof Certificate							Please Note: At the time of admission: For one lump: Admission Fees + Course Fees i.e (A+B) 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 2019**

Refer to Main Chart for other courses

Issued on 6th December 2018



Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C Training Partner	N.S.O.U Affiliation	Admission Fee	Course Fees if paid in one Lump	University Certification Fees	Fees payable under Installment scheme		Minimum Eligibility
		Duration (months)	Days per week	Classes per day						1st Installment Fees	Final Installment 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 n Operating Systems n 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>CERTIFICATE COURSE IN ADVANCED EXCEL</b>	3	3	3 hours		✓						Passed Class X Board Exam
6	<b>Tally GST</b>	3	3	3 hours		✓						Passed Class XII Board Exam
7	<b>Computerised Financial Accounting (CFA)</b>	6	3	2 hours	✓							Passed Class XII Board Exam.(Com.)
8	<b>Computerised Financial Accounting (CFA)</b>	6	4	2 hours	✓							Passed Class XII Board Exam. (Non-Com.)

Enrolment to Communicative English and Personality Development (CEPD) course is mandatory for admission to all courses having duration of 1 year and above. The course fees for such students for Communicative English & Personality Development course would be Rs. 1700/-. The admission and payment of course fees for CEPD is compulsory at the time of taking admission in all courses of 1 year & above

**\*Instalment to be paid within the following Dates**

For courses of six months in duration

20th July, 2019

For courses of one year and more in duration

15th Oct, 2019

**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