



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Behala Centre

15/17 Sourin Roy Road, Kolkata - 700034 Phone 9836616668 E-mail: bhl@georgetelegraph.org

ADMISSION PARTICULARS: MAIN CHART

Session: April-May 2019

Refer to Computer Courses Chart for Computer Software courses

Issued on 5th December 2019



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					
ELECTRONICS & TELECOMMUNICATION																	
1	Computer Hardware Engineering with Networking	18	3	3 hours	✓								Appeared Class XII Board Exam.				
2	COMPUTER HARDWARE AND ADVANCED NETWORK ENGINEERING	24	3 days	3 hours	✓								Appeared Class XII Board Exam.				
3	ADVANCE NETWORK ENGINEERING	6	3 days	3 hours		✓							H.S. + 1 year exp. In Computer Hardware or passed Comp Hardware Engg.				
4	CCTV INSTALLATION TECHNICIAN	3	3	3 hours		✓							Appeared Class X Board Exam.				
5	Mobile & Telephone Repairing Technician	12											Passed Class X Board Exam.				
	Module I : Basic Electronics, EPBT	6															
	Module II : Computer Software Overview, Mobile handsets (GSM)	6	3	3 hours	✓								Completed Module I				
6	Mobile & Telephone Repairing Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	✓								Passed Class IX				
7	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins		✓							Passed Class VIII Exam.				
8	CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours		✓							Passed Class VIII Exam.				
ELECTRICAL																	
9	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/week (4daysX3hrs+1day X4hrs)	✓								Appeared Class X Board Exam.				
CIVIL & MECHANICAL																	
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	Automobile Mechanic (With Driving)	6	3	3 hours.	✓								Passed Class VIII Exam.				
13	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓								Passed Class X Board Exam.				
14	Air-conditioning & Refrigeration Technician	12			✓								Passed Class IX				
	Part I	6	3	3 hours													
	Part II	6	3	3 hours.									Completed Part I				
15	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+1day X4hrs)									Completed Part I				
COMMERCIAL																	
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	Professional Executive Secretary	12	5	4 1/2 hrs.	✓								Graduation				
20	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.		✓							Passed Class X Board Exam.				
21	Stenography	12	3	3 hours		✓							Passed Class X Board Exam.				
COMMUNICATION																	
22	Communicative English and Personality Development	3 month (40 hours)	2	2 hours									GTTI Existing students				
23	Spoken English	3 month	3	2 hours		✓							Passed Class X Board Exam.				
24	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																	
Instalment to be paid within the following Dates																	
For courses of six months in duration								Second Instalment		Final Instalment							
For courses of one year and more in duration								15th Oct, 2019		20th July, 2019							
										15th April, 2020							
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																	
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)																	
PROSPECTUS: Rs.150/-																	
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 5th December 2019



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	
							Fees	Fees				
							Fees	Fees	Fees	Fees		
COMPUTER SOFTWARE												
1	Computer Application & Programming (CAP)	12										Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	4	3 hours	✓							
	Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6										
2	Computer Application & Office Management	12	3 days	3 hours		✓						Appeared Class XII Board Exam.
3	Office & Internet	6										Passed Class X Board Exam.
	Base Module: Computer Fundamentals n Operating Systems	1	3	2 hours	✓							
	Module I: Word n Excel n PowerPoint n Internet (Browsing & E-mailing)	2										
	Module II: Outlook n Access n PhotoDraw n Publisher	3										
4	Certificate Course in Advanced Excel	3				2	2		✓			
5	Computer Aided Drafting (CAD)	6										D'man/ Polytech. Completed ATE/ARE from GTTI
	Base Module: Computer Fundamentals n Operating Systems n IT Concepts	1	3	2 hours	✓							
	Module I: Drafting Concepts n Basic CAD	2										
	Module II: Intermediate CAD & Advanced CAD	3										
Class Time and Class Day may vary in exigency of circumstance												
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 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					