



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Berhampore Centre

1 R. M. Sen Road, Berhampore - 742101 | (03482) 253230 Email: brh@georgetelegraph.org

### ADMISSION PARTICULARS: MAIN CHART

Session: April-May 2019

Refer to Computer Courses Chart for 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 Fees		University Certification Fees	Fees payable under Instalment scheme			Minimum Eligibility
		Duration (months)	Days per week	Classes per day			Fees	Course Fees if paid in one Lump		1st Instalment Fees	2nd / Final Instalment Fees	Final Instalment Fees	
<b>ELECTRONICS &amp; TELECOMMUNICATION</b>													
1	Electronics & Electrical Equipment Engineering (Household)	12	3	3	✓							Passed Class X Board Exam.	
2	Computer Hardware & Networking Engineering	18	3	3 hours	✓							Appeared Class XII Board Exam. (Non sc.)	
3	CHIP LEVEL LAPTOP REPAIRING	6 months	3 days	3 hours		✓						Passed Class X Board Exam.	
4	Mobile & Telephone Repairing Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	✓							Passed Class IX	
5	Mobile & Telephone Repairing Technician	12										Passed Class X Board Exam.	
	Module I : Basic Electronics, EPBT, Cordless	6										Completed Module I	
	Module II : Computer Software Overview, EPABX, Mobile handsets (GSM)	6	3	3 hours	✓								
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			✓							Appeared Class X Board Exam.	
			5	16 hours/week (4daysX3hrs+1dayX4hrs)									
9	Armature Winder	6	3	3 hours								Passed Class IX	
<b>CIVIL &amp; MECHANICAL</b>													
10	Automobile Engineering	24	3	3 hours	✓							Passed Class X Board Exam.	
11	Automobile Technician (Two & Three Wheeler)	12	3	3	✓							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	Godrej Advanced Certificate Course in Refrigeration, Air conditioning & Washing Machines	3 + 3 months (Internship)	6	8 hrs.								Passed Class X Board Exam.	
15	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>													
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.	
<b>COMMUNICATION</b>													
19	Communicative English and Personality Development	3 month (40 hours)	2	2 hours								GTTI Existing students	
20	Spoken English	3 month	3	2 hours		✓						Passed Class X Board Exam.	
21	Advanced Spoken English	6 month	3	2 hours		✓						Passed Class X Board Exam.	

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		For courses of one year and more in duration	
Second Instalment	Final Instalment	15th Oct, 2019	15th April, 2020
-	20th July, 2019	-	-

N.B. The following documents are required at the time of admission

- Photocopy of age-proof Certificate
- Photocopy of last board/council/university examination Mark Sheet/Certificate
- 3 copies of recent passport size photograph

PROSPECTUS: Rs.150/-  
Please Note:  
At the time of admission:  
For one lump: Admission Fees +Course Fees i.e (A+B)  
For Instalment scheme: Admission Fees +Instalment Fees i.e (A+C)

ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION

by order Gora Dutta Principal





# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Berhampore Centre

1 R. M. Sen Road, Berhampore - 742101 ☎ (03482) 253230 Email: brh@georgetelegraph.org

### 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 Fees	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			Fees	Fees		1st Installment Fees	2nd / Final Installment Fees	
							(A)	(B)		(C)	(D)	
<b>COMPUTER SOFTWARE</b>												
1	<b>Computer Application &amp; Programming (CAP)</b>	12			✓							Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	3	4 hours								
	Module II: Overview on HTML, Front Page, Photoshop Basics, Overview on VB Script & ASP, Oracle, OOP with C++, Basic Project.	6										
2	<b>Office &amp; Internet</b>	6			✓							Passed Class X Board Exam.
	Base Module: Computer Fundamentals □ Operating Systems	1	3	2 hours								
	Module I: Word □ Excel □ PowerPoint □ Internet (Browsing & E-mailing)	2										
	Module II: Outlook □ Access □ PhotoDraw □ Publisher	3										
3	<b>COMPUTER APPLICATION &amp; OFFICE MANAGEMENT</b>	12	3	3 hours	✓						Appeared Class XII Board Exam.	
4	<b>Computer Aided Drafting (CAD)</b>	6			✓							D'man/ Polytech.
	Base Module: Computer Fundamentals □ Operating Systems □ IT Concepts	1	3	2 hours								
	Module I: Drafting Concepts □ Basic CAD	2										
	Module II: Intermediate CAD & Advanced CAD	3										
5	<b>Computerised Financial Accounting (CFA)</b>	6	3	2 hours	✓						Passed Class XII Board Exam. (Com.)	
6	<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>												
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>Final Instalment</b>			
For courses of six months in duration									<b>20th July, 2019</b>			
For courses of one year or more in duration									<b>15th Oct, 2019</b>			
N.B. The following documents are required at the time of admission									<b>PROSPECTUS: Rs.150/-</b>			
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 <b>Gora Dutta</b> Principal			