



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Bolpur Centre

Near Bandhgora High School, Bolpur Bypass Road, Bolpur, Birbhum-731204 Ph: 9073333262

ADMISSION PARTICULARS: MAIN CHART

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	Course Fees payable under Installment scheme			Minimum Eligibility		
		Duration (months)	Days per week	Classes per day						1st Installment Fees	2nd / Final Installment Fees	3rd / Final Installment			
														Fees	Fees
										(A)	(B)	(C)	(D)	(E)	
ELECTRONICS & TELECOMMUNICATION															
1	Computer Hardware & Networking Engineering	18	3	3 hours.	✓									Appeared Class XII Board Exam.	
2	Computer Hardware Technician	6	3	3 hours.	✓									Passed Class X Board Exam. + qualification in basic electronics	
3	CHIP LEVEL LAPTOP REPAIRING	6	3	3 hours		✓								Passed Class X Board Exam.	
4	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	✓										
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.	
ELECTRICAL															
8	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/week (4daysX3hrs+1dayX4hrs)	✓									Appeared Class X Board Exam.	
CIVIL & MECHANICAL															
9	Automobile Engineering	24	3	3 hours.	✓									Passed Class X Board Exam.	
10	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓									Appeared Class X Board Exam.	
11	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓									Passed Class X Board Exam.	
12	Air-conditioning & Refrigeration Technician	12			✓									Passed Class IX	
	Part I	6	3	3 hours										Completed Part I	
	Part II	6	3	3 hours.											
13	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	✓									Passed Class XII Board Exam.	
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)											
15	Field Surveying (with CAD Overview)	12	3	3 hours.	✓									Passed Class X Board Exam.	
COMMERCIAL															
16	Professional Executive Secretary	12	5	4 1/2 hrs.	✓									Graduation	
17	Telephone Operator & Receptionist (with Computer Software Overview)	6	3	3 hours 45 min.		✓								Passed Class X Board Exam.	
18	Office Management (Module I + Module II) As given below	10	3	3 hours		✓								Passed Class XII Board Exam.	
19	Front Office Management (Module I)	6	3	3 hours		✓								Passed Class XII Board Exam.	
20	Back Office Management (Module II)	4	3	3 hours		✓								Passed Class XII Board Exam.	
COMMUNICATION															
21	Communicative English and Personality Development	3 month (40 hours)	2	2 hours										GTTI Existing students	
22	Spoken English	3	5	2 hours		✓								Passed Class X Board Exam.	
23	Advanced Spoken English	6	5	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										Installment 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			
The following documents are required at the time of admission										PROSPECTUS: Rs.150/-					
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	



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ADMISSION PARTICULARS: COMPUTER SOFTWARE

Session: April/May- 2019

Refer to Computer Courses Chart for Computer Software courses

Issued on 6th December 2018



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		Duration (months)	Days per week	Classes per day						1st Installment Fees	Final Installment 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	3	4 hours.									
	Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6											
2	MS. Office and DTP	3	3	2 hours	✓							Passed Class X Board Exam.	
3	Computer Aided Drafting (CAD)	6			✓							D'man/Polytechnic.	
	Base Module: Computer Fundamentals n Operating Systems n IT Concepts	1	3	2 hours									
	Module I: Drafting Concepts n Basic CAD	2											Completed ATE/ARE from GTTI
	Module II: Intermediate CAD & Advanced CAD	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.		
6	Computer Application (CA)				✓							Passed Class X Board Exam.	
	Module I: Computer Fundamentals & Operating System, Word & PowerPoint ,Excel & Access,Outlook, Internet & E-mail Concepts, Oracle,Presentation Project	6	3	2 hours									
<i>Class Time and Class Day may vary in exigency of circumstance</i>													
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