



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Kalyani Centre

A-9X/7 (CA), Near Railway Station & Millennium Nursing Home, Nadia-741235 U 9674165588/ (033) 6450 2169

ADMISSION PARTICULARS

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	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	
(A)	(B)	(C)	(D)	(E)									
ELECTRONICS													
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, Cordless	6	3	3 hours	✓								Completed Module I
	Module II : Computer Software Overview, EPABX, Mobile handsets (GSM)	6											
5	Certificate Course in Smart Phone Repairing (JUNIOR TECHNICIAN LEVEL)	3	3	3 hours		✓							Passed Class VIII Exam.
6	CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours		✓							Passed Class VIII Exam.
7	CCTV Installation Technician	3	3	3 hours		✓							Appeared Class X Board Exam.
ELECTRICAL													
8	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													
9	Automobile Engineering	24	3	3 hours	✓								Passed Class X Board Exam.
10	Automobile Technician (Two & Three Wheeler)	12	3	3	✓								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 Draughtsmanship (with CAD)	12		15 hours/week (5daysX3hrs.)	✓								Passed Class X Board Exam.
	Part I	6	5										Completed Part I
	Part II	6	5	16 hours/week (4daysX3hrs+1dayX4hrs)									
14	Diesel & Electric Pump, Generator Mechanic	6	3	2 hours	✓								Passed Class IX
COMMERCIAL													
15	Telephone Operator & Receptionist (with Computer Software Overview)	6	3	3 hours		✓							Passed Class X Board Exam.
16	Professional Executive Secretary	12	5	4 ½ hrs.	✓								Graduation
COMMUNICATION													
17	Communicative English and Personality Development	3 month (40 hours)	2	2 hours									GTTI Existing students
18	Spoken English	3	3	2 hours		✓							Passed Class X Board Exam.
19	Advanced Spoken English	6	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										Installment to be paid within the following Dates			
										Second Installment		Final Installment	
For courses of six months in duration										-		Within 30th May, 2019	
For courses of one year in duration										-		20th July, 2019	
For courses of 18th months & above duration										-		15th Oct, 2019	
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 item A and B must be brought 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.	CLASSES	Duration (months)	Days per week	Classes per day	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 Instalment scheme		Minimum Eligibility
							Fees	Fees		1st Instalment Fees	2nd / Final Instalment Fees	
							(A)	(B)		(C)	(D)	
COMPUTER SOFTWARE												
1	Computer Application & Programming (CAP)	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										
2	COMPUTER APPLICATION & OFFICE MANAGEMENT	12	3	3 hours		✓						Appeared Class XII Board Exam.
3	Computer Aided Drafting (CAD)	6	3	2 hours		✓						D'man/ Polytech.
	Base Module: Computer Fundamentals ☐ Operating Systems ☐ IT Concepts	1										
	Module I: Drafting Concepts ☐ Basic CAD	2										
	Module II: Intermediate CAD & Advanced CAD	3										
4	Computerised Financial Accounting (CFA) (Including VAT & TDS)	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.)
6	Office & Internet	6	3	2 hours	✓							Passed Class X Board Exam.
	Base Module: Computer Fundamentals ☐ Operating Systems	1										
	Module I: Word ☐ Excel ☐ PowerPoint ☐ Internet (Browsing & E-mailing)	2										
	Module II: Outlook ☐ Access ☐ PhotoDraw ☐ Publisher	3										
7	COMPUTER APPLICATION & OFFICE MANAGEMENT	12	3	3 hours		✓						Appeared Class XII 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 Duration										Final Instalment		
For courses of one year or more in duration										20th July, 2019		
										15th Oct, 2019		
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) For Instalment scheme: Admission Fees +Instalment 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										Gora Dutta Principal		