



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Krishnanagar Centre

Police Club Building, 11 M. M. Ghosh Street, Krishnanagar - 741101, Ph: (03472) 251866 krs@georgetelegraph.org

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	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					
							(A)	(B)	(C)	(D)	(E)		
ELECTRONICS													
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.	
3	Computer Hardware Technician	6	3	3 hours.	✓							Passed Class X Board Exam. + qualification in basic electronics	
4	CHIP LEVEL LAPTOP REPAIRING	6 months	3 days	3 hours		✓						Passed Class X Board Exam.	
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	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	✓							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			✓							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)									
14	Diesel & Electric Pump, Generator Mechanic	6	3	2 hours	✓							Passed Class IX	
COMMERCIAL													
15	Office Management (Module I + Module II) As given below	10	3	3 hours		✓						Passed Class XII Board Exam.	
16	Front Office Management (Module I)	6	3	3 hours		✓						Passed Class XII Board Exam.	
17	Back Office Management (Module II)	4	3	3 hours		✓						Passed Class XII Board Exam.	
COMMUNICATION													
18	Communicative English and Personality Development	3 month (40 hours)	2	2 hours								GTTI Existing students	
19	Spoken English	3	3	2 hours		✓						Passed Class X Board Exam.	
20	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

Instalment to be paid within the following Dates

	Second Instalment	Final Instalment
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	15th April, 2020

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)	By Order Gora Dutta Principal
B. Photocopy of last board/council/university examination Mark Sheet/Certificate		
C. 3 copies of recent passport size photograph		
Originals of item A and B must be brought for verification		



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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 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			Fees	Fees		1st Installment fees	2nd / Final Installment 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, Photoshop Basics, Overview on VB Script & ASP, Oracle, OOP with C++, Basic Project.	6										
2	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										
3	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6	3	2 hours	✓							Passed Class XII Board Exam.(Com.)
4	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										
5	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. 1120/-. 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										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		