



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Rajarhat Centre

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ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2019

Refer to Computer Courses Chart for Computer Software courses

Issued on 22nd December 2018

NAMES OF THE COURSES	CLASSES			N.S.D.C. TRAINING PARTNER	Admission Fee	Course Fees if paid in one Lump	Course Fees payable under Installment scheme			Minimum Eligibility
	Duration (months)	Days per week	Classes per day				1st Installment Fees	Final Installment Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	Fees	
ELECTRONICS & TELECOMMUNICATION										
Electronics Appliances Engineering	12	3	3	✓						Passed Class X Board Exam.
Computer Hardware & Networking Engineering	18	3	3 hours	✓						Appeared Class XII Board Exam.
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	✓						
Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile)	6	3	3 hours	✓						Passed Class IX
Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins							Passed Class VIII Exam.
Computer Hardware Technician	6			✓						Passed Class X Board Exam. + qualification in basic electronics
ELECTRICAL										
Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/week (4daysX3hrs+1dayX4hrs)	✓						Appeared Class X Board Exam.
Armature Winder	6	4	3 hours							Class IX
CIVIL & MECHANICAL										
Automobile Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
Automobile Technician (Two & Three Wheeler)	12	3	3 hours	✓						Appeared Class X Board Exam.
Automobile Mechanic (With Driving)	6	3	3 hours.	✓						Passed Class VIII Exam.
Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
Air-conditioning & Refrigeration Technician	12									Passed Class IX
Part I	6	3	3 hours	✓						Completed Part I
Part II	6	3	3 hours.							
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)							
Field Surveying (with CAD Overview)	12	3	3 hours							Passed Class X Board Exam.
Field Surveying (Amin)	6	3	3 hours							Passed Class X Board Exam.
Civil Construction Technology	12	3	4 hours	✓						Passed Class XII Board Exam.
COMMERCIAL										
Office Management (Module I + Module II) As given below	10	3	3 hours							Passed Class XII Board Exam.
Front Office Management (Module I)	6	3	3 hours							Passed Class XII Board Exam.
Back Office Management (Module II)	4	3	3 hours							Passed Class XII Board Exam.
Professional Executive Secretary	12	5	4 1/2 hrs.	✓						Graduation
Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.							Passed Class X Board Exam.
Stenography	12	3	3 hours							Passed Class X Board Exam.
Communicative English and Personality Development	3 month (40 hours)	2	2 hours							GTTI Existing students
Spoken English	3 month	3	2 hours							Passed Class X Board Exam.
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>										
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)					Installation 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		
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		



ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2019
 Refer to Main Chart for other courses
 Issued on 22nd December 2018

Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fee	Course Fees if	Fees payable under		Minimum Eligibility	
		Duration (months)	Days per week	Classes per day				1st Installment	Final		
						Fees	Fees	Fees	Fees		
COMPUTER SOFTWARE											
1	Computer Application (CA)	6	3	2 hours						Passed Class X Board Exam.	
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, Outlook, Internet, E-mail, Oracle, Project										
2	Computer Application & Programming (CAP)	12	4	3 hours	✓	17000				Passed Class X Board	
	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									
3	Office & Internet	6	3	2 hours	✓	5500				Passed Class X Board Exam.	
	Base Module: Computer Fundamentals n Operating Systems	1									
	Module I: Word n Excel n PowerPoint n Internet (Browsing & E-mailing)	2									
	Module II: Outlook n Access n PhotoDraw n Publisher	3									
4	Computer Aided Drafting (CAD)	6	3	2 hours		4500				D'man/Pol ytech.	
	Base Module: Computer Fundamentals n Operating Systems n IT Concepts	1									
	Module I: Drafting Concepts n Basic CAD	2									
	Module II: Intermediate CAD & Advanced CAD	3									
5	Computerised Financial Accounting (CFA)	6	3	2 hours	✓	6300				Passed Class XII Board Exam.(Com.)	
6	Computerised Financial Accounting (CFA)	6	4	2 hours	✓	6300				Passed Class XII Board Exam. (Non-Com.)	
<i>Class Time and Class Day may vary in exigency of circumstance</i>											
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins.Per Week)							Instalment to be paid within the following				
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							Please Note: At the time of				
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