



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Thakurpukur Centre

852/2, James Long Sarani, Joka, Kolkata-700 104 Ph: 8017522286,9432644627



ADMISSION PARTICULARS: MAIN CHART

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 Fees	Course Fees if paid in one Lump	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	Final Installment Fees	
ELECTRONICS & TELECOMMUNICATION												
1	Computer Hardware & Networking Engineering <i>{with Networking - (LAN)}</i>	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	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	✓							Completed Module I
4	Mobile & Telephone Mechanic <i>(With EPBT, Coraless, Mobile handsets)</i>	6	3	3 hours	✓							Passed Class IX
ELECTRICAL												
5	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>	12	5	16 hours/week (4daysX3hrs+1)	✓							Appeared Class X Board Exam.
CIVIL & MECHANICAL												
6	Automobile Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.
7	Automobile Technician <i>(Two & Three Wheeler)</i>	12	3	3 hours.	✓							Appeared Class X Board Exam.
8	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.
9	Air-conditioning & Refrigeration Technician	12										Passed Class IX
	Part I	6	3	3 hours	✓							Completed Part I
	Part II	6	3	3 hours.								Completed Part I
10	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	✓							Passed Class XII Board Exam.
11	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+1 dayX4hrs)								Completed Part I
12	Field Surveying (with CAD Overview)	12	3	3 hours.								Passed Class X Board Exam.
13	Field Surveying (Amin)	6	3	3 hours.								Passed Class X Board Exam.
COMMERCIAL												
14	Professional Executive Secretary	12	5	4 1/2 hrs.	✓							Graduation
15	Telephone Operator & Receptionist <i>(with Computer Software)</i>	6	3	3 hours 45 min.								Passed Class X Board Exam.
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.
19	Stenography	12	3	3 hours								Passed Class X Board Exam
COMMUNICATION												
20	Spoken English	3	3	2 hours								Passed Class X Board Exam.
21	Advanced Spoken English	6	3	2 hours								Passed Class X Board Exam.
Class Time and Class Day may vary in exigency of circumstance												
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 Dates						
						Second Instalment			Final Instalment			
For courses of six months in duration						-			20th July 2019			
For courses of one year and more in duration						15th Oct 2019			15th April 2020			
N.B. 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)						
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 22nd December 2018

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		Duration (months)	Days per week	Classes per day				1st Installment Fees	Final Installment Fees	
						Fees	Fees	Fees	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	4	3 hours.	✓					
	Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6								
2	Office & Internet	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	Computer Aided Drafting (CAD)	6								D'man/Polytech. Completed ATE/ARE from GTTI
	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	Computerised Financial Accounting (CFA)	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)
4	Computerised Financial Accounting (CFA)	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)
Class Time and Class Day may vary in exigency of circumstance										
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For courses of six months in duration						20th July 2019				
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ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED						by order		Gora Dutta		Principal