



(An ISO 9001:2000 Certified Training Institution)

Admission Booklet Certificate Programme in Computer Applications. (CP-CA)



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Technoeducation for global competence

Profile

NTTF - an educational Foundation established in the year 1963 is the living symbol of Indo-Swiss co-operation aimed at promoting a purposeful technical education for the youth in India. In its mission, the Foundation was actively supported with generous assistance from the Swiss Government, HEKS and Swiss Development Corporation, a developmental agency of Switzerland. The Government of India and the State Governments have also extended their support. The Foundation implements its programme of technical training through its 20 Training Centres located at Tellicherry, Cochin, Trivandrum, Alleppey, Mudadi (Kerala), Bangalore, Dharwad, Tumkur, Belgaum, Shimoga (Karnataka), Vellore, Chennai, Coimbatore, Tuticorin (Tamil Nadu), Gannavaram (Andhra Pradesh), RD Tata Technical Education Centre Jamshedpur (Jharkand) J.N.TATA Technical Education Center, Gopalpur (Orissa). NTTF courses are run at affiliated centres like Brakes India, Sholingur & Chennai. NTTF is an educational consultant for quality improvement initiatives under World Bank Aided project like TEQIP (Technical Education Quality Improvement Programme) for Govt. of India and many State Governments like Sikkim and J & K..

Vision

To attain the status of “globally recognized education and training institution” with a multi dimensional growth by enlarging and delivering trainee and industry focused programmes and prepare the “most sought after trainees” with enhanced core competencies as required by customer and society

Quality Policy

Systematic training with continual improvement, responsive to customer needs and changing technology

Our Clientele

More than 280 industrial establishments regularly recruit our trainees every year

Why is it important that you study in an ISO 9001:2000 certified training institution like NTTF ?

ISO stands for the International Organization for Standardization. ISO - 9001 is a series of International quality assurance and quality management standards developed by ISO.

NTTF is one among the very few Training Institutes that has been certified by ISO. These standards guarantee that NTTF can be trusted to consistently provide quality training, and that NTTF will work towards continual improvement of services it offers.

1.0 Admission to the course

1.1 Selection : A common Entrance exam of objective type questions will be conducted.

Selection of students for admission to the course is done based on performance in the entrance examination.

1.2 Syllabus for entrance examination : All students appearing for CPCA will be tested in English , Mathematics & Aptitude at the level of the 10th Standard. Please see the syllabus given below.

ENGLISH

General English

MATHEMATICS

- Fundamentals comprising fractions, Decimal, Compound Interest – Simple Interest, Ratio and proportion, Mean Proportion, Time and work time and distance, mensuration.
- Algebra – Fundamental operations.
HCF & LCM – Factorization - Identities - Quadratic equations - A.P, G.P – Surds – Logarithms- Permutation & Combination - Probability - Set theory - Functions - Matrices - Statistics - Geometry .Lines, Triangles, Quadrilaterals, Circles and their combination.
- Basics of Trigonometry .Basics of Analytical geometry, solids, theory of indices.

APTITUDE

Comprehension - Space visualization - Visual reasoning -Condition reasoning and Mechanical reasoning.

1.3 Duration: Entrance Exam is of 1.5 hours duration.

2.0 Selection and Allotment of the seats:-

Based on the performance in the Entrance Exam rank list will be prepared for the course and merit seats will be offered by NTTF based on the preference given by the candidate, center opted, course opted etc.

3.0 Other Details

3.1 Hours of Training

The minimum working hours per week will be 44 hours. Schedule of working hours, shifts, compensatory holiday work etc, will be fixed by the respective centres according to the requirements.

3.2 Holidays, vacation and leave per academic year

3.2.1 **Holidays:** There are maximum of 10 holidays during each calendar year.

3.2.2 **Vacation:** There will be 18 to 20 days of vacation .

3.2.3 **Medical leave:** Trainees who are unable to attend classes due to illness may avail leave of absence to a maximum of 15 days in an academic year.

3.3 Rules and Regulations : The trainee is bound by the Administrative Rules and Regulations of the Training Centre and Academic rules of the respective course as laid down by NTTF from time to time. The trainee and his/her parent / guardian will have to give an undertaking to this effect.

3.4 Discipline and Performance

Wherever it is found necessary, the institution will take strict disciplinary action as stipulated in the Rule Book of the Training Centre. This may amount to a warning, suspension, debarring or termination as the case may warrant. In case of unsatisfactory academic progress of trainee, NTTF may fix a period of probation and give notice in writing to the trainee and his guardian. In case no improvement is evident within the specific period, the training will be terminated. The trainee is required to maintain a minimum of 90% of attendance.

4.0 Hostel :

Hostel facilities are provided at all Training Centers for trainees. Unless otherwise permitted, by the respective Unit Head, trainees must stay in the hostel.

On admission to hostel the following payments are to be made.

Hostel caution deposit	Rs. 5,000/- (Rs. 4000/- refundable)
Mess caution deposit	Rs. 1,000/- refundable
Mess bill approximately	Rs. 1,500/- to Rs.1,800/- p.m. (Depending upon location of the training centre.)
Establishment fee	Rs. 500/-p.m.to Rs.1000/-p.m (Rs.100/-p.m.for day scholar)

5.0 Fee Structure

5.1 Course Fee CPCA - Rs. 15,000/- (per semester)

* Additional service tax of 12.24% is applicable on tuition fee. Service tax may be applicable also depending upon the central budget .

5.2 Additional Fee / deposit Payable at the time of Admission:

Training Caution Deposit	: Rs. 3000/-(onetime payment refundable)
Library / Sports / Arts Fee	: Rs. 1000/- p.a.
Personal accident insurance premium	: Rs. 1200/- p.a. (personal accident & Hospitalisation)
Cost of prescribed uniform	: Rs. 1500/- p.a.(three pairs)

6.0 Placement:

It has been our experience for over 5 decades that there is an increasing demand for trainees who pass out from NTTF Training Centres, not only within the country, but also from abroad. Assistance for campus interview and placement are extended by the Foundation.

7.0 Entrepreneurship:

Many of our passed outs are successfully running their own industries in India and abroad.

8.0 Entrance Examination Centre : Mudadi.

NTTF has not authorised any agencies to conduct coaching classes for the NTTF entrance Examination.

CONTACT ADDRESSES OF NTTF TRAINING CENTRES

<p style="text-align: center;">NTTF Corporate Office, NETTUR TECHNICAL TRAINING FOUNDATION Peenya Industrial Area, 23/24, II Phase, Bangalore - 560 058 Phone : 080 - 264509966, Fax : 080 - 28397196; E-mail : edutechnttf@gmail.com; Website : www.nttftrg.com</p>
<p style="text-align: center;">Tellicherry NTTF Technical Training Centre, Nettur Tellicherry - 670 105, Phone : 0490-2351423,2351144 Fax: 0490 - 2351261, E-mail : ntfttc@gmail.com</p>
<p style="text-align: center;">Cochin NTTF Technical Training Centre, At O/E/N India Limited, Electrogiri, P.B. No. 1, Mulanthuruthy, Cochin - 682314, Phone : 0484-2713884 Fax: 0484 - 2711891, E-mail : ntffoen@gmail.com</p>
<p style="text-align: center;">Trivandrum NTTF Technical Training Centre, At Keltron, Keltron equipment complex, Karakulam, Trivandrum - 695564. Phone : 0472-2889812 Fax: 0472-2887788, E-mail : keltron_nttf@yahoo.co.in</p>
<p style="text-align: center;">Alleppey NTTF IT Centre, Kalanikethan, Vellappally, Canal Ward, Alleppey - 688007, Phone : 0477-2244899 E-mail : npanil@hotmail.com</p>
<p style="text-align: center;">Mudadi NTTF Technical Training Centre Keltron Campus, Mudadi, Kozhikkode Dist - 673531. Phone: 0496 - 2692950</p>

This admission brochure is prepared solely for the guidance of the candidates seeking admission to NTTF and has no legal status.