

# BEST PRACTICE -I



# G.H.G. Khalsa College of Education

Gurusar Sadhar, Ludhiana

organises

## Finishing School Programme

From 22 June 2021-10 July 2021



**Dr. Mandeep K. Kochar**  
Associate Professor & Vice Principal  
HSNCU (University affairs) BTTC, Mumbai



**Dr. Deepika Kohli**  
Assistant Professor  
Khalsa College of Education, Amritsar



**Mr. Amandeep Sekhon**  
Principal  
GSSS Selbrah, Bathinda



**Dr. Pargat S. Garcha**  
Principal, GHG Khalsa College of  
Education, Gurusar Sadhar,  
Ludhiana



**Mr. Ajay Khosla**  
Assistant Professor  
DAV College of Education, Abohar



**Dr. Jasvir Chahal**  
Former Professor, Govt.  
College of Education,  
Chandigarh



**Dr. Arjinder Singh**  
Principal, Innocent Heart College  
of Education, Jalandhar



**Dr. Munish Jindal**  
Founder & CEO  
HoverRobotix



**Dr. Rekha Teji**  
Assistant Professor, Malwa  
College of Edu, Civil Lines,  
Ludhiana



**Dr. Amandeep Kaur Bakshi**  
Principal, Eastwood International  
school, Mullanpur



**Mr. John Nixon**  
Sacred Heart convent  
school, Jagraon



**Dr. Ghanshyam Kachhawa**  
Assistant Professor, University of  
Rajasthan



**Mr. Sushil Kumar**  
Block career counsellor  
Dept of School Education



**Mr. Kirandeep Singh**  
GSSS Sihora



**Ms Monika  
Tekchandani**  
Alumna BTTC, Mumbai



**Dr. H. S. Brar**  
Former Principal, GHGKCE,  
Gurusar Sadhar, Ludhiana

Zoom Meeting ID: 450 405 2542 Passcode - 12345

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GHGKCE

10.00 A.M -11.30 A.M

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


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**SCHEDULE OF FINISHING SCHOOL PROGRAM  
TIMINGS 10AM - 11.30AM**

<b>Resource Person</b>		<b>Topic</b>	<b>Date</b>
<b>Dr. Mandeep Kaur Kochar</b> Associate Professor & Vice Principal HSNCU (University affairs) BTTC, Mumbai		Developing Talents-Magnifying I, Me and Myself	<b>22. 06.2021</b>
<b>Dr. Deepika Kohli</b> Assistant Professor Khalsa College of Education, Amritsar		E resources in Teaching and Learning	<b>23.06.2021</b>
<b>Mr. Amandeep Sekhon</b> Principal, GSSS Selbrah, Bathinda		Community Linkage with Society	<b>24.06.2021</b>
<b>Dr. Pargat singh Garcha</b> Principal, GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana		NEP 2020- Changes in School Education	<b>25.06.2021</b>
<b>Mr. Ajay Khosla</b> Assistant Professor DAV College of Education, Abohar		Exploring Experiential Learning and out of Box Thinking as Innovative Pedagogical Practices	<b>26.06.2021</b>
<b>Dr. Jasvir Chahal</b> Former Professor, Govt. College of Education, Chandigarh		Workshop on CV: Role of CV/Resume	<b>28.06.2021</b>
<b>Dr. Jasvir Chahal</b> Former Professor, Govt. College of Education, Chandigarh		Workshop on CV: Preparation of CV/Resume	<b>29.06.2021</b>
<b>Dr. Arjinder Singh</b> Principal, Innocent Heart College of Education , Jalandhar		Portfolio Management	<b>01.07.2021</b>
<b>Dr. Munish Jindal</b> Entrepreneur, Robostronaut, Noble Asian, Philanthropist, Mentor, Author,		Presentation Skills	<b>02.07.2021</b>
<b>Dr. Rekha Teji</b> Assistant Professor, Malwa College of Education, Civil Lines, Ludhiana		Tips for Preparing for an Interview & Interview Etiquettes	<b>03.07.2021</b>
<b>Dr. Amandeep Kaur Bakshi</b> Principal, Eastwood International school, Mullanpur		Mock Interview Session	<b>05.07.2021</b>
<b>Mr. John Nixon</b> Sacred Heart convent school, Jagraon		Nuances of Good Demonstration Lesson	<b>06.07.2021</b>
<b>Dr. Gansham Kachwaha</b> Assistant Professor, Dept of zoology, University of Rajasthan		Demonstration of Blackboard Work	<b>07.07.2021</b>
<b>Mr. Sushil Kumar</b> Block career counsellor, Dept of School Education		Rendering guidance services in school	<b>08.07.2021</b>
<b>Mr. Kirandeep Singh</b> GSSS Sihora		Experiments with Audio Visual Material	<b>09.07.2021</b>
<b>Ms Monika Tekchandani</b> Alumna BTTC, Mumbai		Education: Beyond Borders without Barriers- "A Dialogue with Teachers	<b>10.07.2021</b>
<b>Valedictory( Dr. H.S. Brar) and Feedback</b>			<b>10.07.2021</b>

# G.H.G. KHALSA COLLEGE OF EDUCATION, GURUSAR SADHAR

## FINISHING SCHOOL PROGRAMME

### Day 1

June 22, 2021

The very first day of the Finishing School Programme started with the College Shabad as per the college rituals. After taking blessing from the almighty, Dr. Pargat Singh Garcha the Principal of the College gave a brief introduction about the objectives of the finishing school programme. He also provided an overview of the topics to be covered and the brief introduction about the esteemed resource persons invited to enlighten the students.

Dr. Ramandeep Kaur, the coordinator for the session, introduced the Resource person for the day 'Dr. Mandeep Kaur, Associate Professor BTTC Mumbai'. Dr. Mandeep deliberated on the topic '**Developing Talents – Magnifying I, Me, Myself**'.

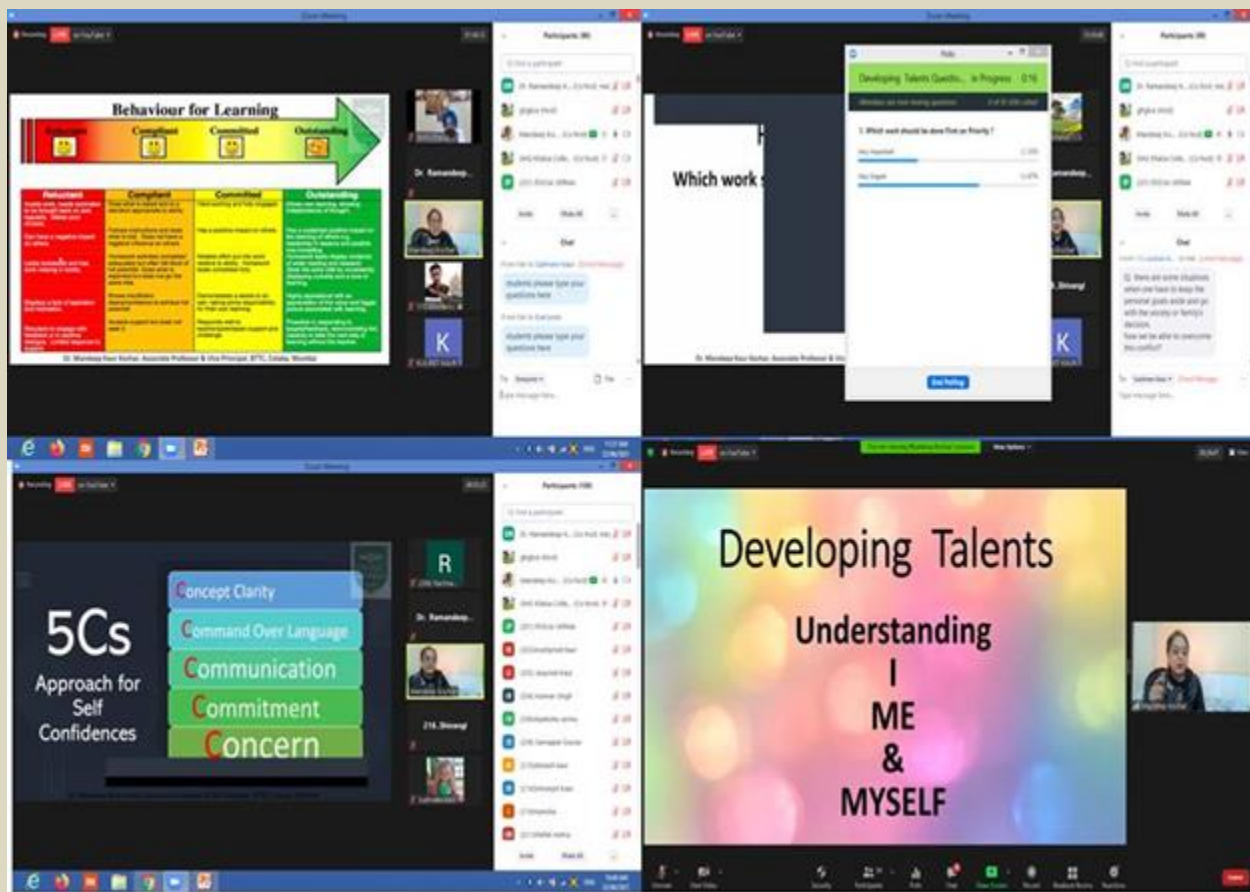
Dr. Kochar briefly explained various Personal development skills that we all need to be a successful teacher. She said that we need a self-analysis to know the areas where we are lacking, and thus making required changes in our behaviour and personality. She motivated students to be focused on transferable skills that make them a competitive candidate for any job. She also talked about knowing one's strengths and weaknesses, thereby focusing on self enhancement. Polling questions were the part of this presentation which made this event more interesting.

Points that caught the audience's attention were, respecting one's own decisions and choices, taking constructive advice etc. The resource person briefly explained about the importance of talent and self-confidence. Dr. Mandeep briefly explained about the 5 C approach of confidence which is concept clarity, command over language, communication, commitment, and concern. She asked students to get information about the Dunning Kruger effect and self-determination theory which can help them further to understand themselves.

At last, she explained about Behaviour for Learning, as it emphasizes the crucial link between the way in which students learn, their social knowledge and their behaviour..

A question -answer session was held at the end of the presentation where students asked their queries.

Ms. Sukhdeep Kaur,( B.Ed Sem - IV) presented vote of thanks at the end of the session. The whole session was conducted under the guidance of Dr. Ramandeep Kaur, Dr. Jasbir Kaur Sarna, Dr. Jasvir Kaur and Mr. Gurpratap Singh.



## Day 2

June 23,2021

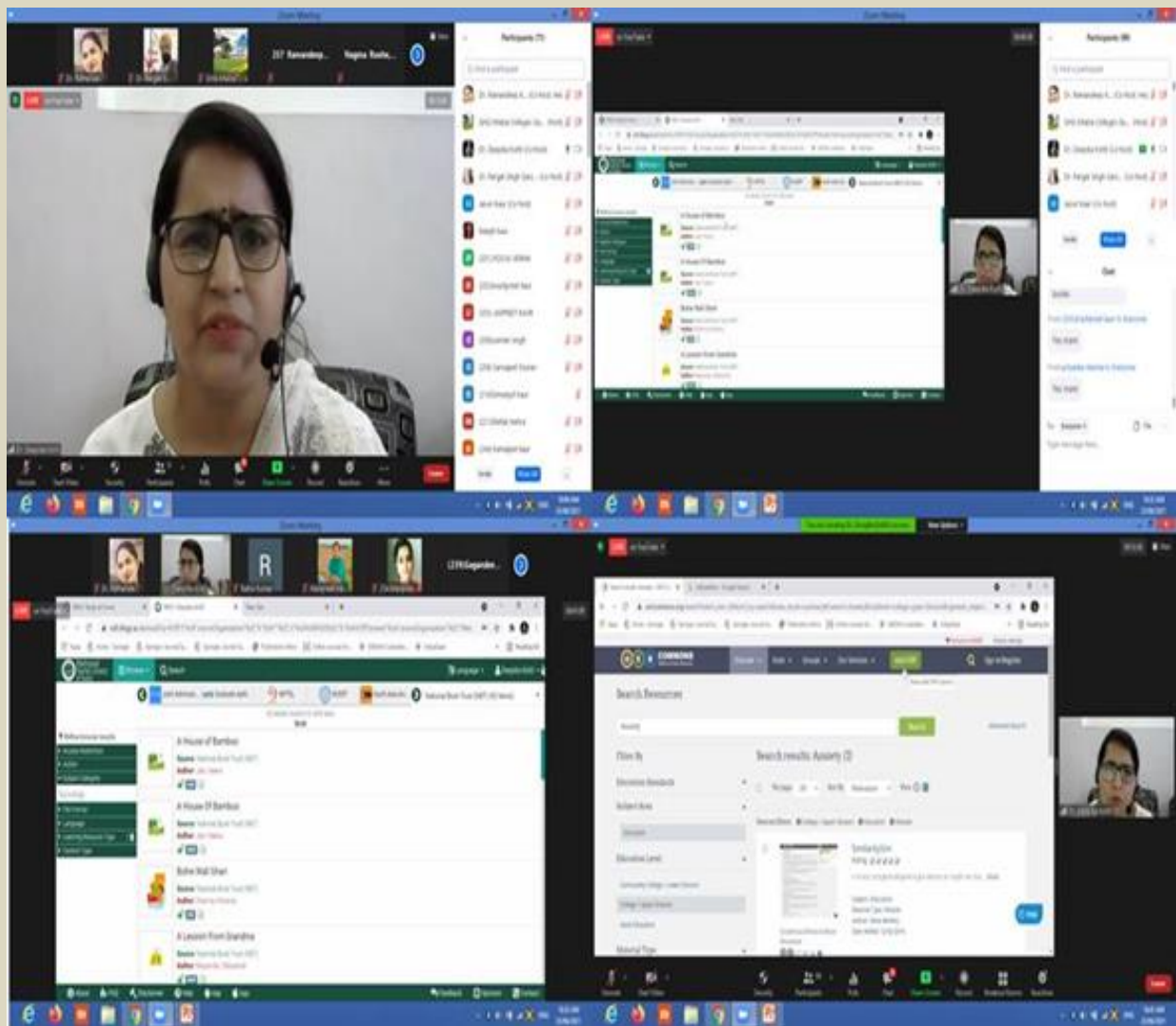
On the 2nd day of the Finishing School Programme, Dr. Jasbir Kaur warmly welcomed the esteemed resource person for the day Dr. Deepika Kohli, Assistant Professor, Khalsa College of Education, Amritsar, deliberated on the Topic 'E- Resources in Teaching and Learning '.

She discussed the various E - resources and made it clear what is the difference between E-Resources and the E-Tools. The major e- resources discussed by her include E-pathshala, Swayam, National Digital Library of India, Swayam Prabha( The DTH Channel ),vidyadhan,e - yantra ( IIT Bombay), MIT, FOSSEE, Virtual Labs, Talk To Teacher ( TED Talks), spoken tutorial, NPTEL, academia., scribd ,MOOCs such e - learning resources were effectively explained by the speaker.

Dr. Deepika Kohli also made it clear that as a teacher we can create our own courses on some of the e-portals. She also discussed how we can add our new course through OER Commons and

the kind of copyright material which can be used for references. Mam wrapped up her speech by taking up all queries asked by the audience.

Gourav Kumar ( B. Ed. Sem. IV) presented the formal vote of thanks to all the participants.



### Day 3

June 24, 2021

The session for the third day of FSP was hosted by Dr. Jasvir Kaur. Dr. Jasvir formally introduced the resource person of the day Mr. Amandeep Sekhon ,Principal of GSSS Selbrah, Bathinda. Mr. Amandeep deliberated on the topic "community linkage with society".

Sir discussed how the government, employees, students and local people constitute the community for school and emphasized that all of these four work together to make an educational institution a successful one.

Sir said that if we want to make a change, initially the community may not stand with us but our commitment, dedication and hard work will lead them to connect with us.

Taking the best out of each student and sharing this with the community will definitely help an institution to connect with the society at large. Dr. Amandeep said that we must do some extra work other than teaching to revive the lost glory of our government institutes. While sharing his own experience Sir said that he had a vision that he shared with his team and all of them worked together and achieved success in their endeavours. He further shared that his school is now a talk of town in his area and all this is possible because of his vision and the full support of the community.

Jasleen Kaur, ( B. Ed. Sem. IV) presented the formal vote of thanks to all the participants.



## Day 4

25th June, 2021

On the fourth day of FSP Programme , The pupil trainee , Gurpreet Kaur warmly welcomed the resource person of the day – Dr. PARGAT SINGH GARCHA, Principal of the host college. She gave a brief introduction about his personal and professional achievements. Dr. Pargat Singh garcha deliberated on the topic “NEP 2020”. Dr. Garcha started his discussion about NEP by putting poll questions. Students actively participated in that poll. He talked about the importance of NEP 2020 from the point of view of competitive exams like CTET AND PSTET. He deliberated about the timeline for the implementation in NEP 2020 , Goals of NEP , and described a few terms like KGBV.

He threw light on the major focus areas of NEP like to reduce the dropout rate , learning in four ways i.e holistic, integrated, enjoyable, engaging manner and flexibility in languages .

Dr. Garcha advised that the teachers must be updated with his/her knowledge so that he/she can cope up with the upcoming changes.

At the end of the session Sir answered all the queries by the students.

Gurpreet Kaur ( B. Ed. Sem. IV) presented the formal vote of thanks to all the participants.

The image is a screenshot of a Zoom meeting. The main window displays a presentation titled "National Education Policy - 2020". The presentation content includes:

- Timelines for Implementation in NEP 2020:** A flowchart showing the implementation timeline from 2020 to 2030, with key milestones like "Attaining Foundational Learning & Numeracy Skills through National Mission by 2025" and "100% GER in ECCE (Pre School) to Secondary Education by 2030, aligning with SDG4".
- Key Goals and Focus Areas:**
  - 100% GER in ECCE (Pre School) to Secondary Education by 2030, aligning with SDG4
  - Attaining Foundational Learning & Numeracy Skills through National Mission by 2025
  - Bring Back 2 Cr Out of School Children
  - 5+3+3+4 Curricular and Pedagogical Structure
  - Board Exams to test core concepts and application of knowledge
  - Common Standards of Learning in Public & Private Schools

The presentation also features a red box with the text "School Education". The Zoom interface shows a participant list on the right and a video feed of Dr. Pargat Singh Garcha on the left. The meeting title is "National Education Policy - 2020".



## Day 5

June 26,2021

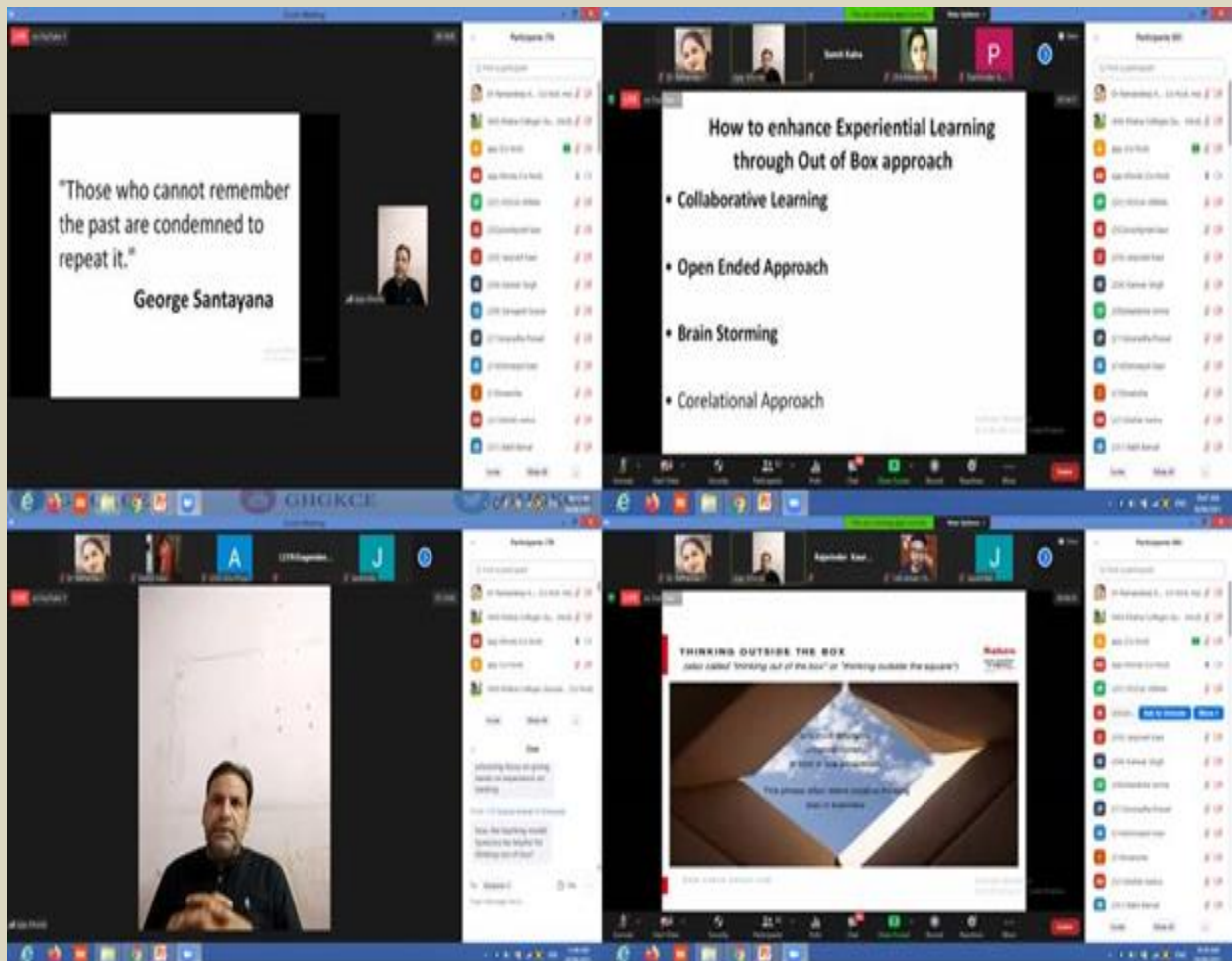
The fifth day of the Finishing School Programme was hosted by Dr. Ramandeep Kaur. She introduced the resource person of the day Mr. Ajay Kholsa, Assistant Professor, DAV College of Education, Abohar. Mr. Khosla provided his rich inputs on the topic “Exploring Experiential Learning and Out of Box Thinking as Innovative Pedagogical Practices”

Dr. Khosla in his deliberation remarked that if we sincerely reflect on our experience, we would probably know about the connection between our behaviour and consequences. He discussed four dimensions of experiential learning.

He also mentioned the need to get out of the box instead of thinking out of the box.

Dr. Ajay concluded his lecture by answering queries asked by the audience.

Jaskiran Kaur, ( B. Ed. Sem. IV) presented the formal vote of thanks to all the participants.



## DAY 6

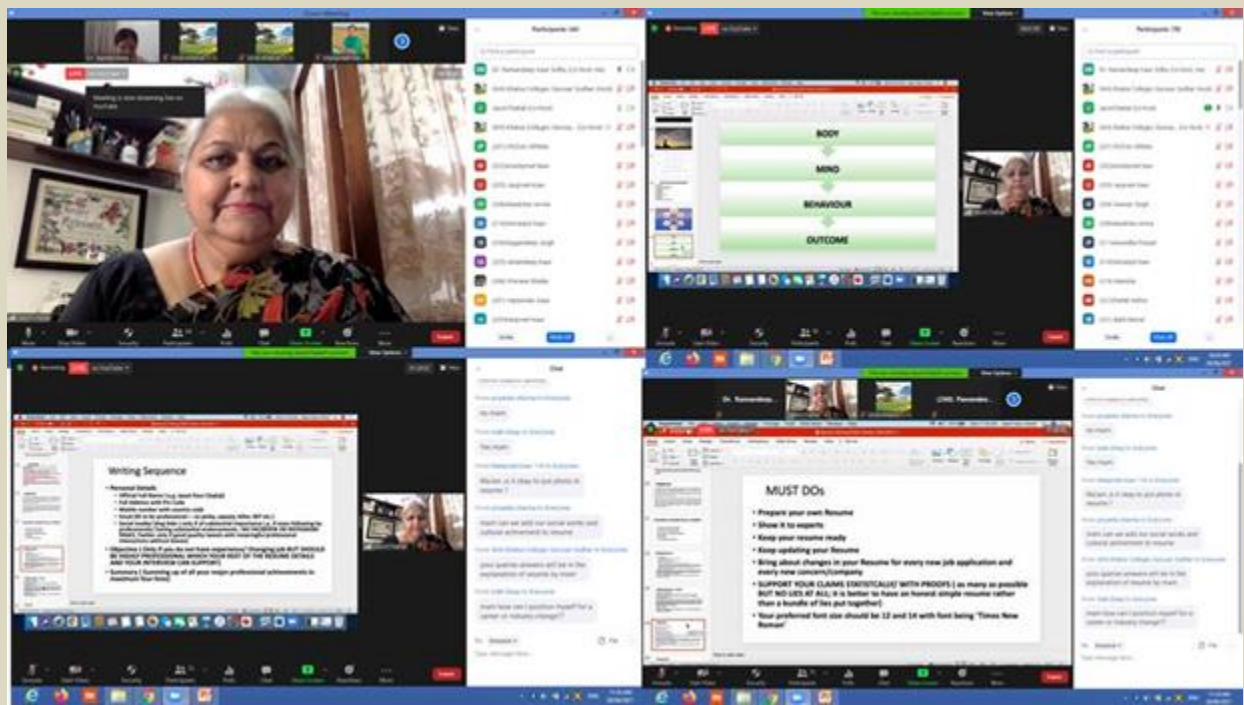
June 27,2021

Dr Jasvir Kaur Chahal Former Professor, Govt College of Education Chandigarh was resource person on day 6th day of the Finishing School Programme. She shared her expert views on 'Resume Writing' with the students.

Dr. Chahal explained with examples how little things like font size , paper used ,ink , background colour and texture of paper are important for writing an impressive resume .

Dr. Jasvir used a number of slides to explain in which manner objectives should be written and how to write one's achievements in the resume.

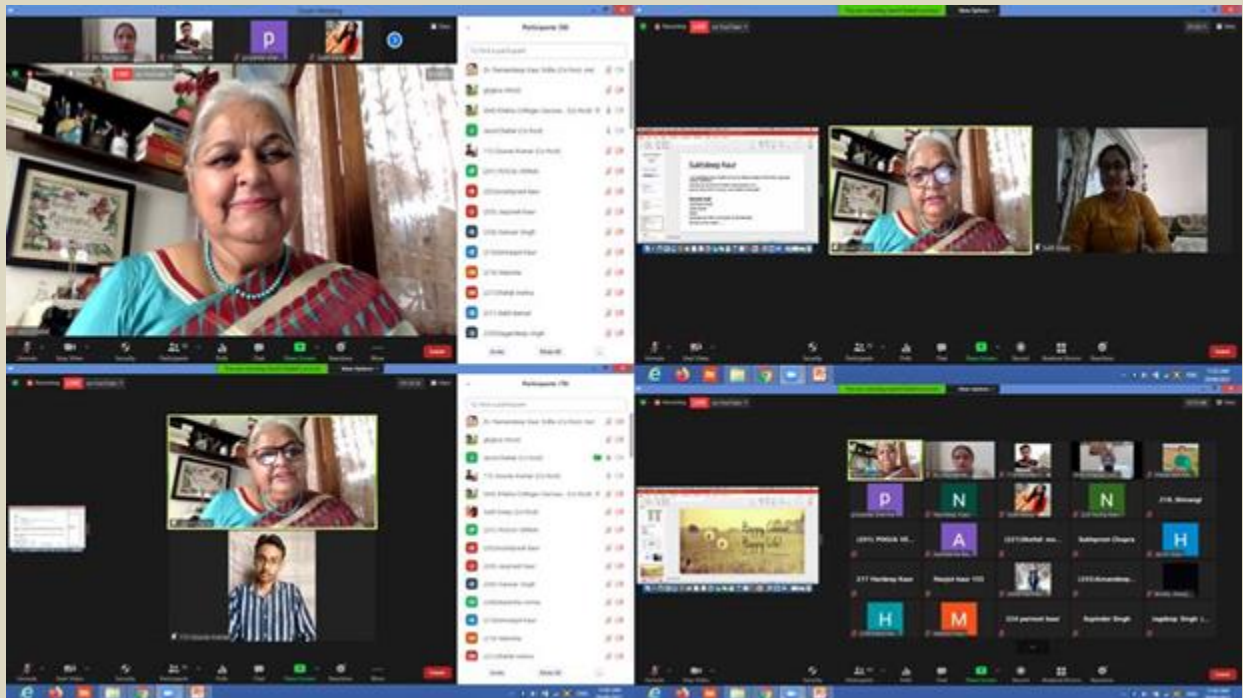
Dr Chahal also threw light on the different types of resume and the areas in which they are used . At the end of the session students asked their queries which were satisfactorily answered by the resource person Dr. Javir Kaur Chahal. Priyanka, a student of M.Ed 4th Sem, proposed vote of thanks at the end of the session .



## DAY -7

29 June 2021

The 7th day of the Finishing School Programme commenced with providing a brief account of the 6th day of the programme by Dr. Ramandeep Kaur Sidhu. Dr. Jasvir Kaur Chahal was resource person on the 7th day of the programme. She conducted a workshop on the topic CV/Resume writing. Dr. Chahal continued with her previous lecture about the Presentation of CV/Resume. She picked 3 resumes prepared by the pupil teachers and then discussed them one by one. Dr. Jasvir explained the format of an effective Resume by focusing on its various aspects like font type, font size and punctuation marks etc. Dr. Chahal advised that we must use our official name in our EMail ID. Our resume must have a cover letter and should be in PDF format containing one page only. With the help of 3 Resumes made by pupil teachers, Ma'am highlighted the modifications that need to be done. At the end of the session Aasheema Bansal, Pupil trainee (2nd year) gave the formal vote of thanks to the esteemed resource person.



## Day 8

July 1, 2021

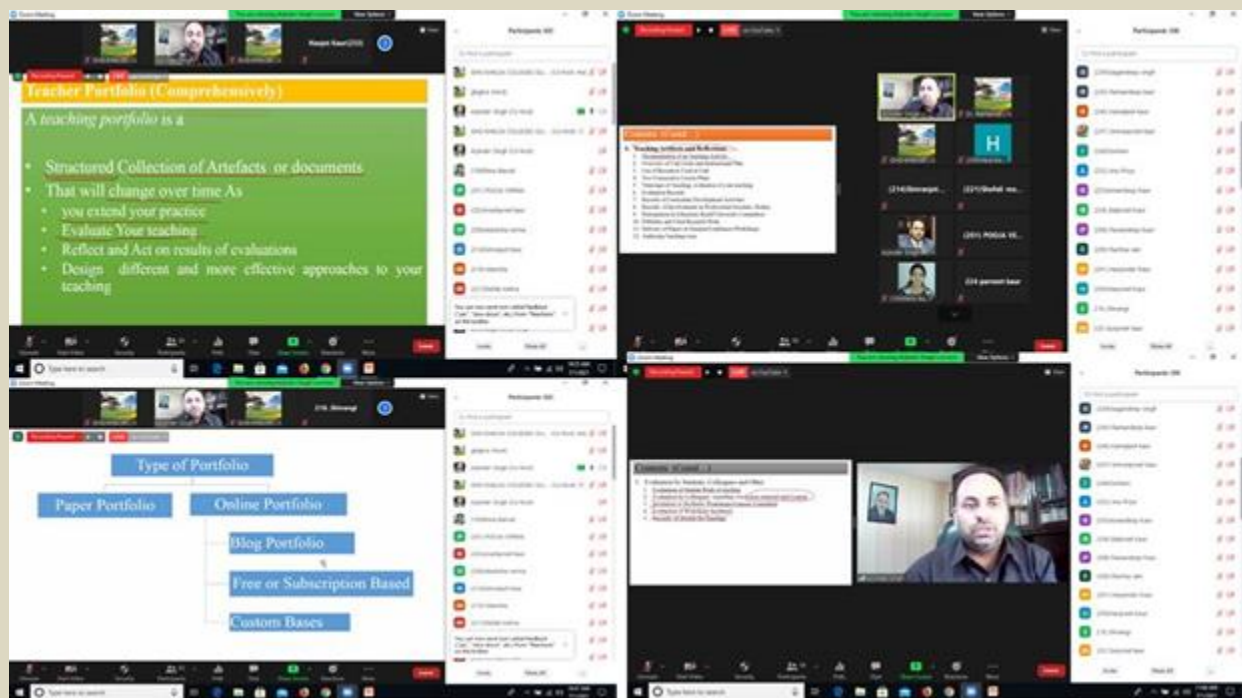
Dr. Arjinder Singh, Principal, Innocent Heart College of Education, Jalandhar deliberated on the topic - 'Portfolio Management' on the 8th day of the Finishing School Programme.

Sir explained about the meaning of Portfolio which is a combination of all assets of an individual. Sir also explained about the various types of portfolios viz 'Financial portfolio and Portfolio of Evidence'.

Dr. Arjinder talked at length on the topic, 'Teacher portfolio' where he explained that it must be structured, we always need to update our portfolio, one should always evaluate oneself and a teacher always needs to improve himself/herself throughout his or her career.

Sir also explained why there is a need for a portfolio and the specific criteria to prepare it. In the later part of his session Dr. Arjinder explained steps for Portfolio Management.

Bindia Jhanji, Pupil trainee (2nd year) gave formal vote of thanks to the esteemed resource person.



## Day 9

July 2, 2021

On the ninth day of the Finishing School Programme Dr. Ramandeep Kaur Sidhu coordinated the session on "Presentation Skills". Dr. Munish Jindal, entrepreneur, Robostronaut, Noble Asian Philanthropist and author was the resource person of the day.

Mr. Munish Jindal started his deliberation with his own life experiences, 'Journey of person to personality'. Sir held a very interactive session where he enquired from students about how they

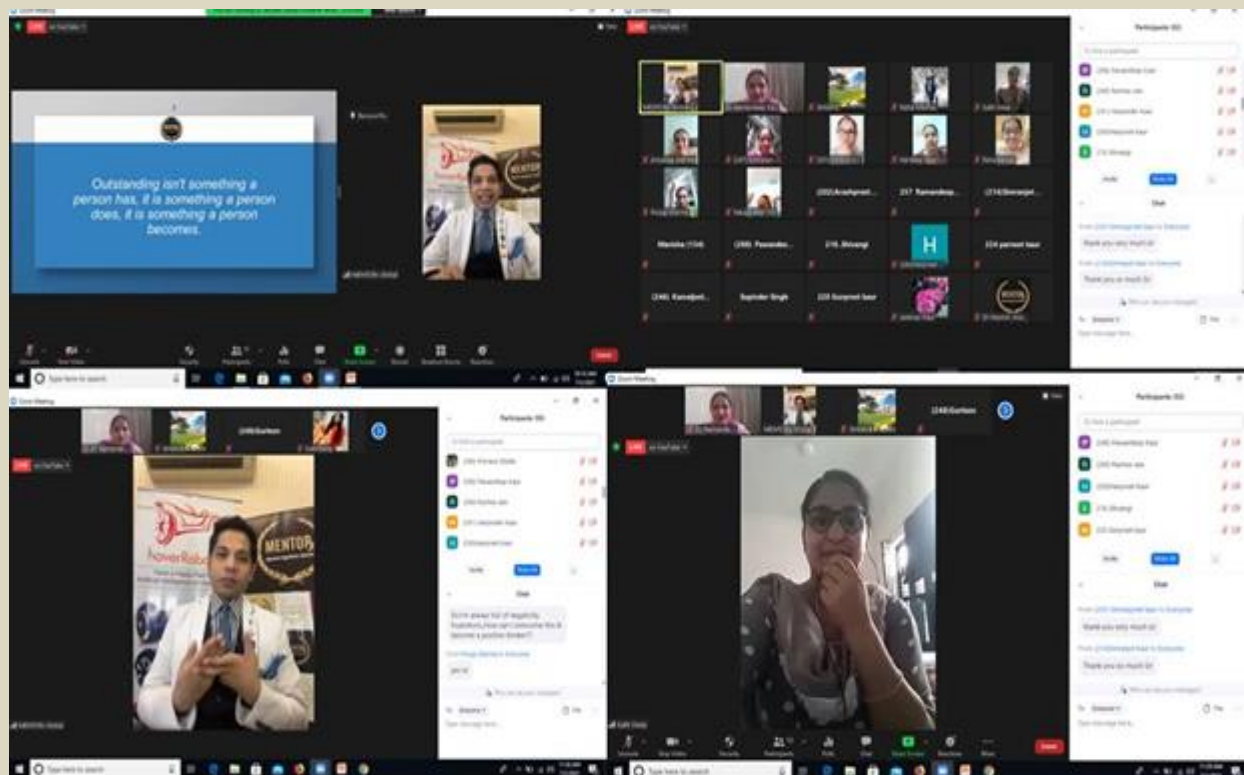
feel when someone says outstanding to them. Later in his conversation Mr. Jindal explained about power communication, types of communication , effective communication, body language, how to leave an impact, led by example, strategies for effective communication, the new rule to connect: E-resources, right strategies of communication, active listening, perspective, tips to improve presentation skills, traditional pedagogy, the new norm - the pedagogy of blending learning and teacher skill sets.

Dr. Munish highlighted 5 P's for effective presentation skills i.e. positive, prepared, productive, polite and respectful and explained how to deal with fear and asked students to make their own affirmations for success in their life.

In the end, Sir gave students an action plan table for their own use so that they can focus on their goals and work hard for them.

Dr. Jindal answered the queries of the students in a very effective manner at the end of the session.

Then a formal vote of thanks was presented by Sukhdeep Kaur,( B.Ed Sem - IV). The whole session was conducted under the guidance of Dr. Ramandeep Kaur, Dr. Jasbir Kaur Sarna and Mr. Gurpratap Singh.



## Day 10

July 03, 2021

On the 10th day of FSP ( Finishing School Programme) participants witnessed a very fruitful session on the topic 'Tips for preparing for an interview and interview etiquettes.'Dr. Rekha Teji , Assistant Professor Malwa College of Education, Civil Lines , Ludhiana was resource person for this session.

Dr.Rekha Teji started her discussion by defining the three phases of the interview and discussed in detail about their guidelines.

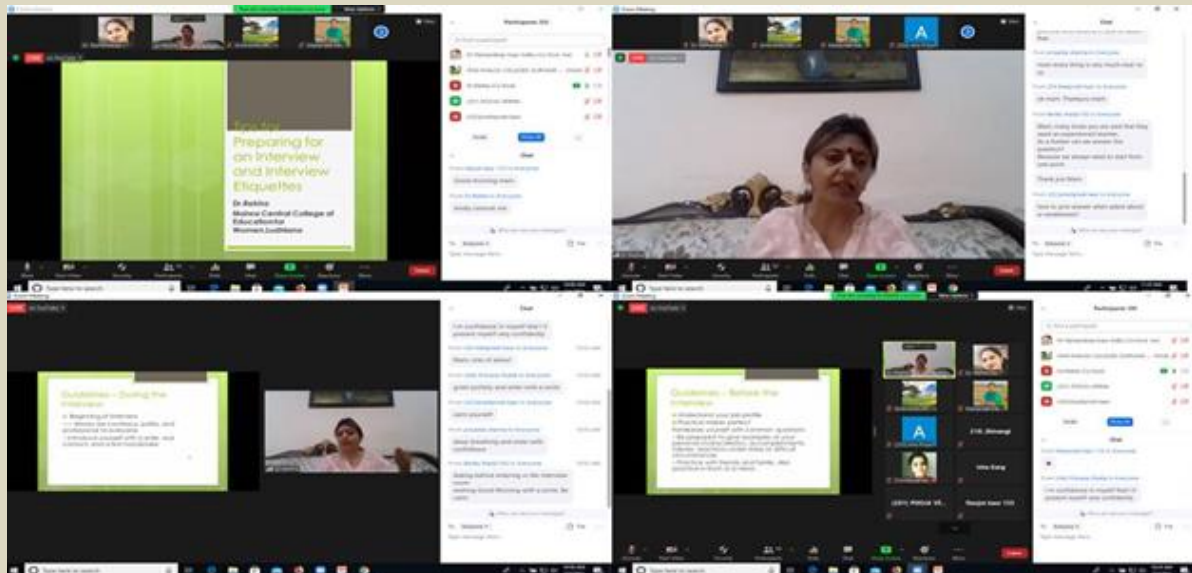
Ma'am elaborated on the guidelines that are essential before going for the interview. These guidelines involve self-assessment i.e to know about skills, talent, abilities, strengths, career goals, work environment or conditions in which we are comfortable to work etc.

Dr. Teji discussed the second phase of the interview i.e during the interview where she talked about two kinds of questions that are asked by the interviewer- content questions and general questions. Ma'am also gave some tips like - asking before entering the room, wishing everyone present there and keep standing till one is told to do so.

After that Ma'am discussed the third phase i.e end phase of the interview. She explained that at the end of the interview we should thank the interviewers for his/her time.

Dr. Rekha concluded her session by enlisting some general questions asked during the interview, etiquette tips for face-to-face interview and do's and don'ts in an interview.

Manpreet Kaur - Pupil trainee(11nd year) gave formal vote of thanks to the esteemed resource person.



## Day 11

July 05, 2021

On the eleventh day of the Finishing School Programme Dr. Amandeep Kaur Bakshi, Principal Eastwood International School, Mullapur was Resource person on the occasion. Dr. Bakshi discussed the format of covering letter, Resume, Personal profile, etc.. She highlighted the importance of rehearsing before appearing for an interview, importance of arriving on time, checking out the competition, working on body language, communication skills, dealing with nervousness, and common interview questions.

Dr. Amandeep spoke at length on the purpose of conducting mock interviews. She also conducted mock interviews of some teacher trainees for giving practical knowledge to the students about the process of appearing for an interview.

At the end of the session, Jasleen Kaur (student of B.Ed.- Second year) gave a formal vote of thanks to the esteemed resource person.



## Day 12

July 06, 2021

On the twelfth day of the Finishing School Programme, Mr. John Nixon, Sr. Teacher Sacred Heart Sr. Sec. School, Jagraon was the resource person and conducted a session on 'Nuances of Good demonstration lesson'. He explained to the students about the importance of demonstrations and advantages and disadvantages of demonstration methods, ways to develop skills for demonstration and qualities of a good demonstrator. Sir explained about the effective lesson planning and how technology can be assisted for a good demonstration. Mr. Nixon focused on the fact that technology can be very helpful but it can't take the place of a teacher. The teacher must be updated with his/her knowledge. He also discussed the importance of mind maps. Mr. John very enthusiastically answered the queries put by the students at the end of the session. Gurpreet Kaur (student of B.Ed.- Second year) gave a formal vote of thanks to the esteemed resource person.

The image is a collage of four screenshots from a Zoom meeting. The top-left screenshot shows a woman with glasses and a blue headscarf speaking. The top-right screenshot shows a slide titled 'Introduction' with three points: 1. Introduction- In this step objectives of the lesson are stated. The teacher may be called demonstrator. He demonstrates the activity before the student that is to be developed. 2. Development- Students try to imitate the demonstrated activity. If there is any query the teacher tries to satisfy them by further demonstration and illustrations. 3. Integration- At this step, the teacher integrates all the activities and then these activities are rehearsed revised and evaluated. The bottom-left screenshot shows a slide titled 'Principles:-' with a cartoon teacher pointing to a chalkboard. The text reads: 'This teaching strategy is based on the following principles:- 1. Learning by doing maxim is followed. 2. Skills can be developed by limitation. 3. The perception helps in imitation. (sentence imitation is an exercise in which students study a sample sentence and then imitate its structures, supplying their own material. Also known as modelling.)' The bottom-right screenshot shows a mind map diagram with 'Mind Map' in the center and four surrounding nodes: 'Mind map is a diagram', 'Mind map is a tool', 'Mind map is a strategy', and 'Mind map is a technique'.



## Day 13

July 07, 2021

The 13th day of the Finishing School Programme witnessed deliberations by Dr. Ghanshyam Kachhawa, Assistant Professor, University of Rajasthan, on the topic 'Demonstration of Blackboard Work'.

Sir told us about the Scientific drawings and discussed that with the help of practice, the connection between hand and eye can be made stronger and diagrams can be drawn properly.

Sir explained about the important factors of drawing diagrams like Ratio of diagram, checking the length and breadth of the diagram, inclination, outline of the diagram, confidence and consciousness among the teacher, labeling of the diagram and time limit which is 5 to 6 minutes for drawing the diagram.

After this great session, Sir welcomed all the queries by the students.

At the end of the session, on the behalf of the principal sir, the teachers and the students, Rupinder Kaur ( Student of M.Ed- Second year) gave a formal vote of thanks to the esteemed resource person.



## Day 14

July 8, 2021

On the 14th day of the Finishing School Programme Mr. Sushil Kumar, was the guest speaker.

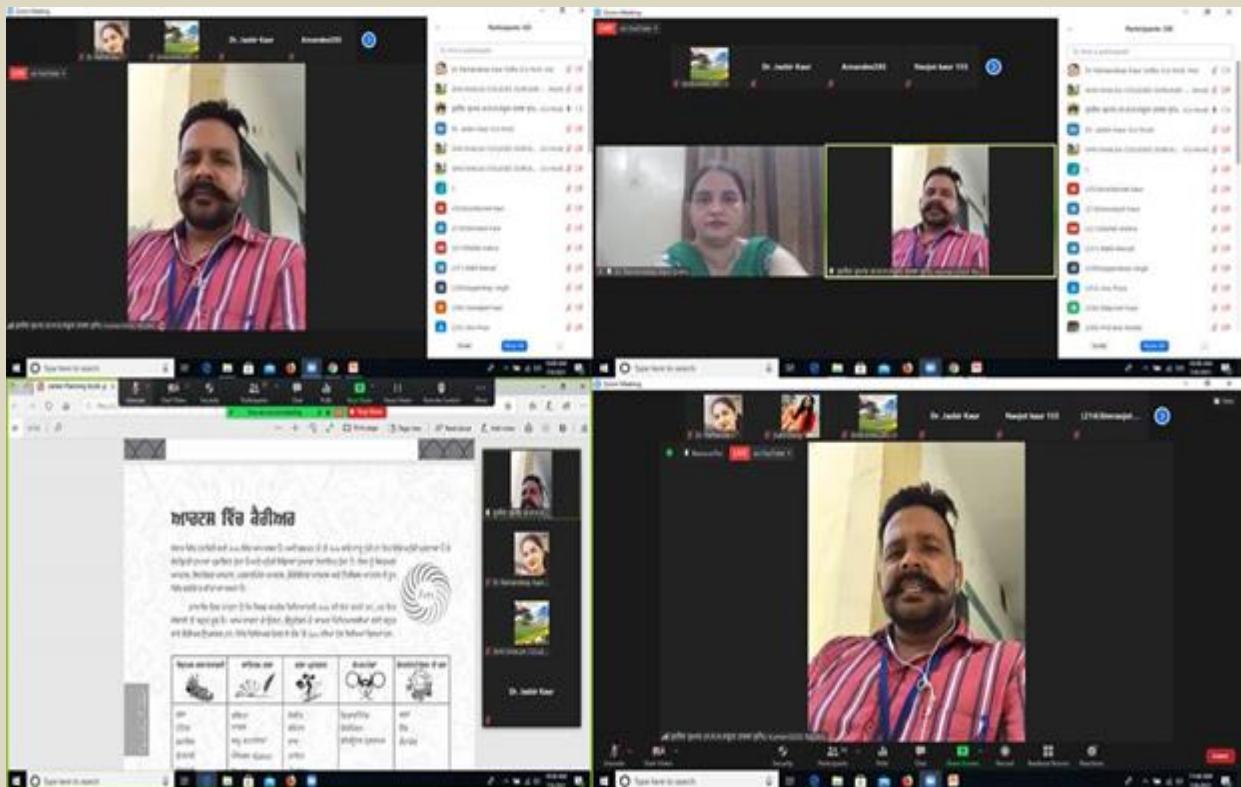
Mr. Sushil gave his inputs on the topic ‘Rendering Guidance Services in School’.

Sir Sushil Kumar briefly started the topic with his own life experiences and teaching and guiding students about the importance of mother tongue.

Sir explained the topic of rendering guidance services in school with real life examples and guided the audience on how to counsel the students for the future and earn by doing part time work, polishing students talents and understanding their interest.

Mr. Sushil explained about different courses, online resources, government examinations , defence courses, different online platforms and many more things related to the educational and vocational field.

After this wonderful interactive session, students posed their queries which were effectively answered by the resource person . A formal vote of thanks was presented by Sukhdeep Kaur,( B.Ed Sem - IV). The whole session was conducted under the guidance of Dr. Ramandeep Kaur, Dr. Jasbir Kaur Sarna, Dr. Jasvir Kaur and Mr. Gurpratap Singh.



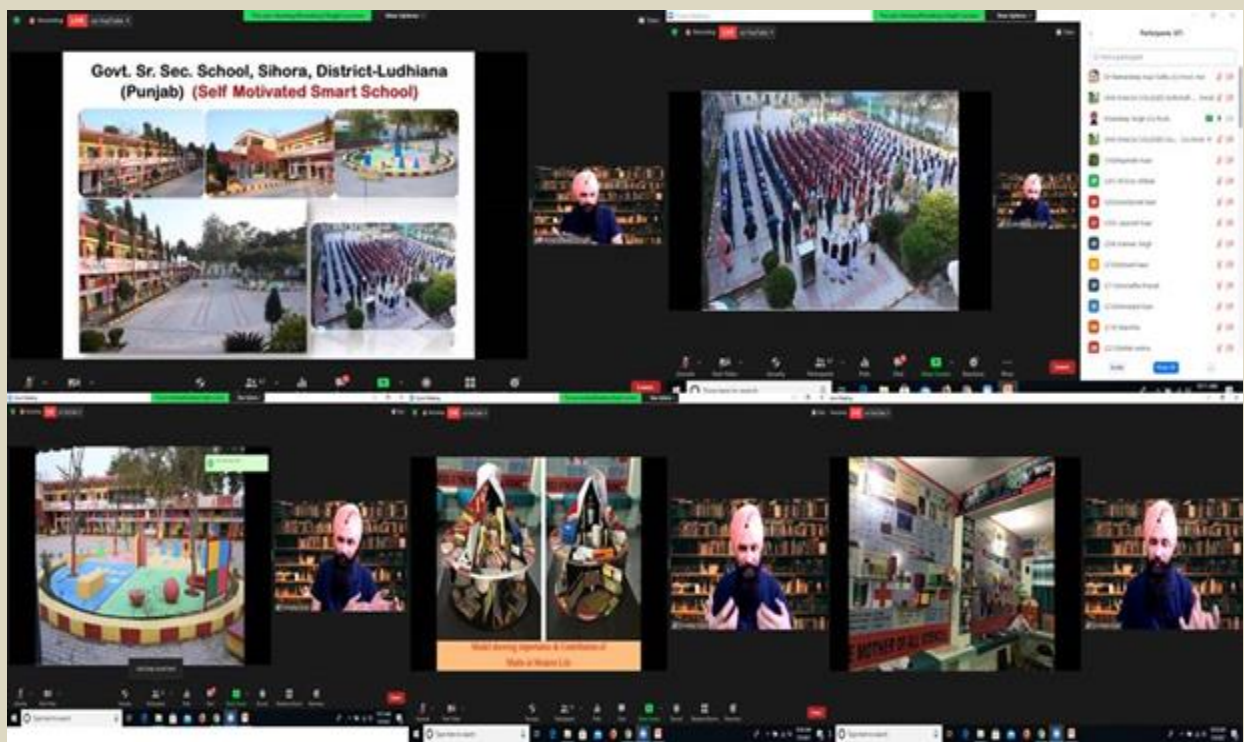
## Day 15 July 9, 2021

On the 15th day of FSP( Finishing School Programme), Mr.Kirandeep Singh mathematics teacher at Government Sen.Sec School ,Sihora. Mr.Kirandeep Singh deliberated on the Topic 'Experiment with Audio Visual Material'.

Sir explained about- BALA ( Building as a Learning Aid) which helps in learning of students even when they are outside the classroom. He suggested that Terminology, Mathematics Language, Audio Visual Aids must be used according to the level of students for concept clarity. He added that correlation helps in long term memory.

Being a National Awardee, the resource person shared his personal experiences and contribution he has made that made him eligible for the award.

At the end of the session, on the behalf of the management, the teachers and the students, Aasheema Bansal– pupil trainee (2nd year) gave the formal vote of thanks to the esteemed resource person.

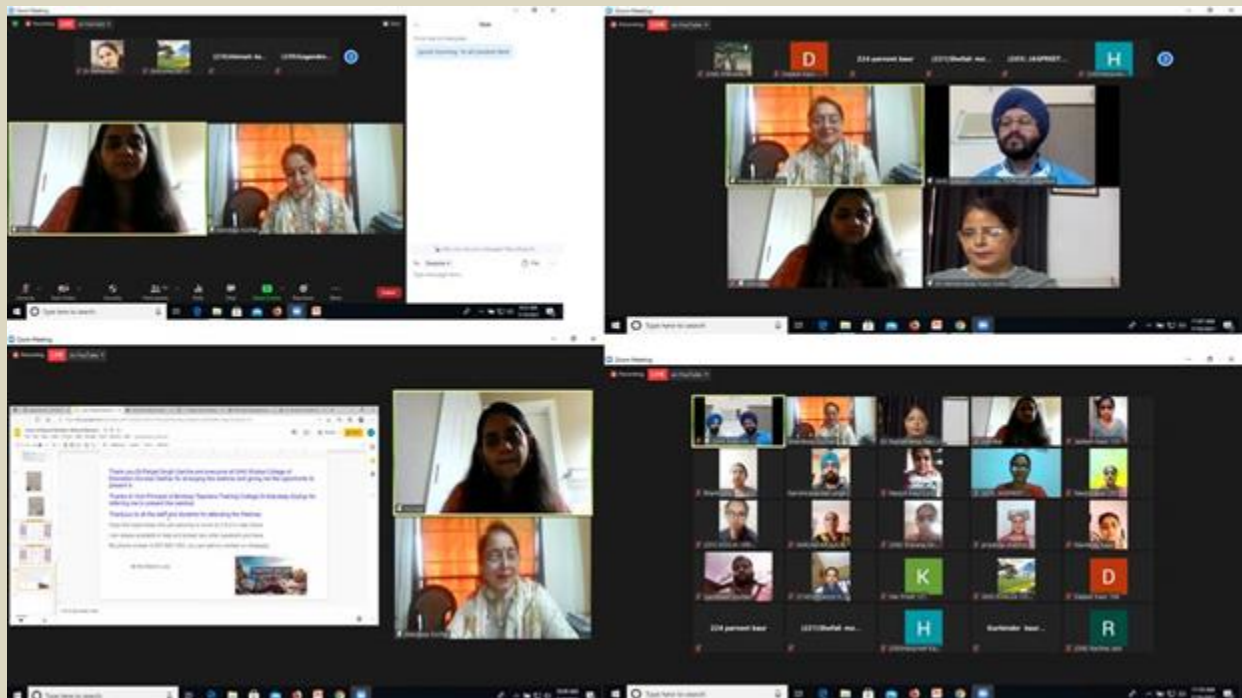


## Day 16

July 10, 2021

On the concluding day of FSP ( Finishing School Programme) Ms. Monica Tekchandani was the resource person of the day Dr. Mandeep Kocher, Associate Prof. BTTC, Mumbai, acted as moderator of the webinar. She introduced the resource person Ms. Monika Techandani from U.S.A. Ms. Monika Tekchandani who is an Alumnus of BTTC, Mumbai, deliberated on the Topic 'Of Education: Beyond Borders without Barriers'. She discussed various terms, conditions and opportunities for students to pursue their higher studies in America. She also quoted various online platforms through which the students can seek relevant information related to their overseas careers. Mam wrapped up her lecture by taking all the questions and queries asked by the audience in the chat box.

The Valedictory address was presented by Dr. H.S. Brar, Former Principal, GHGKCE, Gurusar Sadhar. He congratulated GHG Khalsa College of Education family for the successful completion of a two week long finishing school programme, under the guidance of able principal Dr. Pargat Singh Garcha. Finally towards the end of the last day of FSP, on behalf of G. H. G. Khalsa College of Education (Gurusar Sadhar), its Management, Principal, FSP Organizing Committee, the teachers and the students the formal vote of thanks was presented by Jasleen Kaur( B. Ed Teacher Trainee) .





# G.H.G. Khalsa College of Education Gurusar Sadhar, Ludhiana

organises

## Finishing School Programme

From 22 June 2021-10 July 2021



Zoom Meeting ID: 450 405 2542

- E-Certificate will be issued to all the participants who attend the Programme and submit the feedback form.

### Convener

Dr. Pargat Singh Garcha  
Principal

### Organizing Committee

Dr. Ramandeep Kaur Sidhu  
Dr. Jasbir Kaur  
Dr. Jasvir Kaur  
Mr. Gurpartap Singh Gill

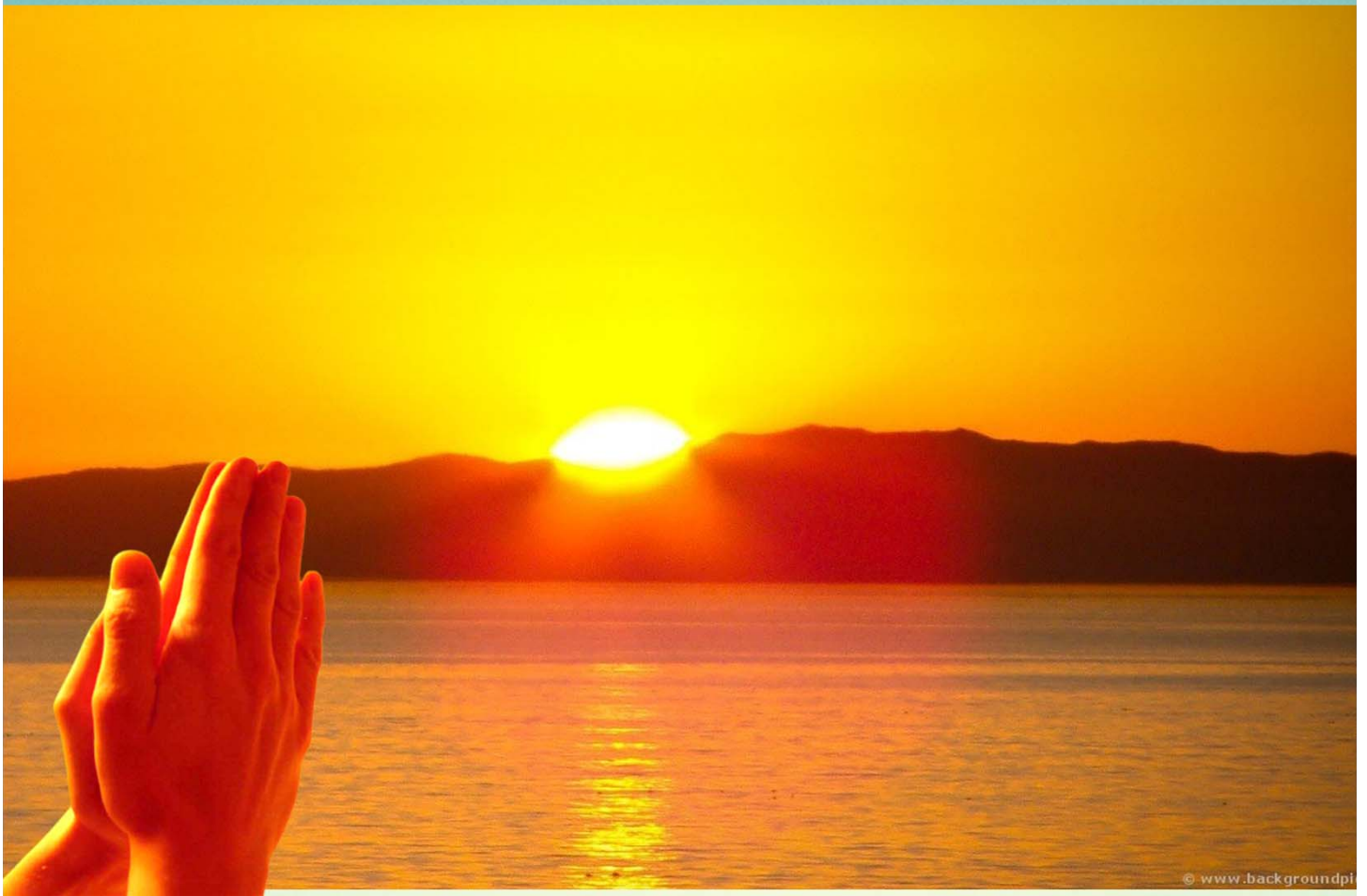
For any query contact

9876733373, 9872100809 Email ID: ghgkce@gmail.com

# BEST PRACTICE -II

# Morning Prayers

**2021-22**



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Gurusar Sadhar, Ludhiana



GURUSAR SADHAR

## ***GHG Khalsa College of Education***

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