

VIDYALAYA FUNCTIONING COMMITTEE – 2017-18

Name of Committee	Name of Teachers	Designation
1. Admission	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. G. D. Gupta	Librarian
	3. Mr. S.C. Jakhmola	TGT(Eng)
	4. Mrs. S. Todaria	H.M.
	5. Mr. P.Bahuguna	PRT

Name of Committee	Name of Teachers	Designation	Remark
2. Examination	1. Mr. J. P. Dobhal	Vice-Principal	
	2. Dr. N. Sarin	PGT (Hindi)	Internal / CBSE i/c
	3. Ms. Mamta Rawat	PGT (Comm)	External Exam. i/c
	4. Mrs. M. Kumari	PGT(Che.)	
	5. Mr. Sudhir Kumar	PGT (Maths)	
	6. Mr. G.K Mishra	PGT (C.S)	CBSE, KVS Circular
	6. Mr. A. A. Ansari	TGT (Maths)	
	7. Mr. S.C. Jakhmola	TGT (Eng)	
	8. Mrs. S. Thapliyal	PRT	
	9. Mrs. S.R. Verma	PRT	
	11. Mr. Ram Singh	Sub Staff	
	12. Mr. Rishi Pal	Sub Staff	
13. Mr. Ravi Gurung	Sub Staff		

Name of Committee	Name of Teachers	Designation
3. Moderation	1. Mr. J. P. Dobhal	Vice-Principal
	2. All the Subject Convener – For Question Papers	
	3. Principal, V.Principal , Dr. N. Sareen – Result	

Name of Committee	Name of Teachers	Designation
4. Time Table & Substitution Arrangement (Sec. Pri)	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. Sudhir Kumar	PGT (Maths)
	3. Mr. G.D. Gupta	Librarian
	4. Mr. Arun Kumar	TGT (Maths)
	5. Mrs. Reeta Kapoor	Drawing. Teacher
	6. Mrs. S. Todaria	H.M.
	7. Mrs. S. F. Bhutia	PRT
	8. Mrs.S. Aswal	PRT

Name of Committee	Name of Teachers	Designation
5. Reception Committee & Hospitality	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N. Sarin	PGT (Hindi)
	3. Mrs. P. Thakur	PGT (History)
	4. Ms. Kiran Bhatt	PGT (Eco.)
	5. Mrs. V. Bala	TGT (WE)
	6. Mrs. S. F. Bhutia	PRT
	7. Mr. Rita Kapoor	Draw. Teacher
	8. Mrs Abha Joshi	PRT

Name of Committee	Name of Teachers	Designation
6. Co-Curricular Activities	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N. Sarin	PGT (Hindi)
	3. Mr. T. P. Kuril	TGT (Hindi)
	4. Mr. S.C. Jakhmola	TGT (Eng)
	5. Mrs. D. Rawat	PRT
	6. Mrs. B. Pundir	PRT

Name of Committee	Name of Teachers	Designation
7. School Magazine/ News Letter (CMP)	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N. Sareen	PGT (Hindi)
	3. Mrs. S. P. Singh	PGT (English)
	4. Mr. S. C. Jakhmola	TGT (English)
	5. Mrs. Sarvesh Kumar	TGT (English)
	6. Mrs. Sushila Devi	TGT (Sanskrit)
	7. Mr. T. P. Kuril	TGT (Hindi)
	8. Mr. Rakesh Sharma	UDC
	9. Mrs. Reeta Kapoor	Drawing Teacher
	10. Mrs. S. Todaria	H.M.
	11. Mr. P. Bahuguna	PRT
	12. Ms. Seema Dobhal	PRT

Name of Committee	Name of Teachers	Designation
8. Scouts & guides / Cubs & Bulbuls	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S.P. Singh	PGT (Eng)
	3. Mr. A. P. Singh	TGT (SST)
	4. Mr. R.S. Pandey	TGT (Eng)
	5. Mr. Sarvesh Kumar	TGT (Eng)
	6. Mrs. Vinod Bala	TGT (WE)
	7. Mrs. S. Aswal	PRT
	7. Mr. V.S. Negi	PRT
	8. Mr. P. Bahuguna	PRT
	9. Mrs. Abha Joshi	PRT
	10. Mr. Shyam Singh	PRT
11. Mrs. Bimla Pundir	PRT	

Name of Committee	Name of Teachers	Designation
9. Discipline	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. N. Chauhan	TGT (P & HE)
	3. Mrs. M. Kumari	PGT (Chemistry)
	4. Mr. G.D. Gupta	Librarian
	5. Mrs. S. Todaria	H.M.
	6. Mrs. Sunita Rawat	PRT
	7. Mrs.V. Sharma	PRT
	8. All class teacher will be responsible for discipline of their respective classes.	

Name of Committee	Name of Teachers	Designation
10. School Decoration & Campus Beautification & Gardening	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S. Todaria	H.M.
	3. Mr. G. R. Thapliyal	PGT (Bio.)
	4. Mrs. Reeta Kapoor	Drawing Teacher
	5. Mrs. V. Bala	TGT (WET)
	6. Mrs. Areena Singh	TGT(Sceince)
	7. Mr. G. D. Gupta	Librarian
	8. Mrs. Damyanti Rawat	PRT
	9. Mrs. Seema Rani Verma	PRT

Name of Committee	Name of Teachers	Designation
11. Library Committee	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S. Todaria	H.M.
	3. Mr. G. D. Gupta	Librarian
	4. Mrs. C. Joshi	PGT (Physics)
	5. Mrs. S. P.Singh	PGT (English)
	6. Mrs. N. Sarin	PGT (Hindi)
	7. Mr. Sudhir Kumar	PGT (Maths)
	8. Ms. Kiran Bhatt	PGT (Eco.)
	9. Mr. S. Bhatnagar	LDC
	10.	XII A (Student)
	11	XII B (Student)

Name of Committee	Name of Teachers	Area
12. Cleanliness Committee	1. Mr. J. P. Dobhal (Vice- Principal)	
	2. Mr. G.D. Gupta	Corridors of Chem. & Phy. Lab Outer area of Library, in & out side of the building
	3. Mr. Pankaj Sharma & Mr. G. K. Mishra	Lobby to XI A+ Comp. Labs, Toilets In & Out area around Computer Lab. Inside and outside of the building
	4. Mr. N. Chauhan	Play Ground Assembly Area (Sec. & Pri.), Outer Drains & Canteen Area
	5. Mr. Sudhir Kumar	Lobby whole corridors & Class rooms, Toilets of the ground floor right side of the Building
	6. Mrs. Reeta Kapoor	Ist floor Right of the Building from the centre- Lobby, toilets & staircase
	7. Mrs.Sushila Devi	
	8. Mrs. S.Aswal	Bio lab & Left of the Building from the Centre Ist floor Lobby, toilets & staircase.
	9. Mrs. S. Todaria, HM	
	10 Mr.Sarvesh Kumar TGT(Eng)	Secondary Staff room & Computer Cabin
	11 Mrs.Sushilla Thapliyal PRT	Primary Staff room & Computer Cabin
	* All Class teachers in respective Class rooms.	
* All Lab In- charges in Labs		
* Deptt. In-charges in respective Deptt. Rooms.		

Name of Committee	Name of Teachers	Designation
13. Press & Publicity	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N.Sareen	PGT (Hindi)
	3. Mrs S.Todaria	H.M
	4.Mr.V.S.Negi	PRT

Name of Committee	Name of Teachers	Designation
14. Lodging & Boarding	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. S.C. Jakhmola	TGT (English)
	3. Mrs. V. Bala	TGT (WE)
	4. Mr. R.K. Sharma	UDC
	5. Mr. S. Bhatnagar	LDC
	6. Mr. G.R. Thapliyal	PGT (Bio.)
	7. Mr. Sudhir Kumar	PGT (Maths)
	8. Mr. Sarvesh Kumar	TGT (Eng.)
	9. Mrs. D. Rawat	PRT
	10. Mrs. Areena Singh	TGT (Science)
	11 Mr. V.S. Negi	PRT

Name of Committee	Name of Teachers & Designation
15. Purchase Committee	1. Mr. J. P. Dobhal (Vice- Principal) * In-charge of V.V.N. & All H.O.D. & U.D.C. * To be got approved by the Chairman/ Nominee VMC

Name of Committee	Name of Teachers	Designation
16. Prizes & Certificates Writing	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S. P. Singh	PGT (English)
	3. Mrs. M. Kumari	PGT (Che.)
	4. Mrs. P. Thakur	PGT (History)
	5. Mr. N. Chauhan	TGT (P & HE)
	6. Mr. T. P. Kuril	TGT (Hindi)
	7. Mr. R.S. Pandey	TGT (English)
	8. Mrs. Sushila Thapliyal	PRT
	9. Mrs. S. R. Verma	PRT
	10. Mrs. S. F. Bhutia	PRT

Name of Committee	Name of Teachers	Designation
17. Repair & Maintenance (School Building)	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. Sudhir Kumar	PGT (Maths)
	3. Mr. G. Mishra	PGT (C.S)
	4. Mrs. V. Bala	TGT (WE)
	5. Mr. N. Chauhan	TGT (P & HE)
	6. Mr. Rakesh Sharma	UDC
	7. Mr. V.S. Negi	PRT

Name of Committee	Name of Teachers	Designation
18. V.V.N.	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N. Sareen	PGT (Hindi)
	3. Mrs. S. F. Bhutia	PRT

Name of Committee	Name of Teachers	Designation
19. Staff QTR. Maintenance	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. G. R. Thapliyal	PGT (Bio.)
	3. Mr. Sarvesh Kumar	TGT (Eng.)
	4. Mr. T.P. Kuril	TGT (Hindi)
	5. Mr. S. Bhatnagar	LDC
	6. Mr. Chandrashekhar	Sub Staff

Name of Committee	Name of Teachers	Designation
20. Furniture	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. V. S.Negi	PRT
	3. Mr. M. K. Chauhan	TGT (Maths)
	4. Mrs. S. Todaria	H.M.
	5. Mrs. V. Sharma	PRT
	6.Mr. P.Bahuguna	PRT

Name of Committee	Name of Teachers	Designation
21. Adolescence Education/ Suggestion Box Monitoring And Guidance & Counselling Committee	1. Mr. J. P. Dobhal	Vice-Principal
	2 Mrs. S.Todaria	H.M.
	3. Ms. Kiran Bhatt	PGT (Eco.)
	4. Mr. A. P. Singh	TGT(SST)
	5. Mr. S.C. Jakhmola	TGT (English)
	6. Mrs. Reeta Kapoor	TGT (Art Edu.)
	7. Mr. G. D. Gupta	Librarian
	8. Mr. M. K. Chauhan	TGT (Maths)

Name of Committee	Name of Teachers	Designation
22. Canteen / Cycle Stand	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. Pankaj Sharma	PGT (C. S.)
	3. Mrs. R.S.Pandey	TGT (Eng.)
	4. Mrs. V. Bala	TGT (WET)
	5. Mr. Shyam Singh	PRT

Name of Committee	Name of Teachers	Designation
23. Sports Committee	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. N. Chauhan	TGT (P & HE)
	3.Mr.Sudhir Kumar	PGT(Maths)
	4 Mr. Pankaj Sharma	PGT (C. Sc.)
	5. Mrs. Damyanti Rawat	PRT
	6. Mrs. S. Aswal	PRT
	7. Mrs. Seema Dobhal	PRT

Name of Committee	Name of Teachers	Designation
24. Excursion/ Adventure	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. N. Chauhan	TGT (P & HE)
	3. Ms. M. Kumari	PGT (Chemistry)
	4. Mr. G.K.Mishra	PGT (C.S)
	5. Mr. P. Sharma	PGT (C.S)
	6. Mr. G.D. Gupta	Librarian
	7. Mrs. S. Todaria	H.M.
	8. Mrs. Sunita Rawat	PRT
	9. Mr. V. S. Negi	PRT
	10. Mrs. D. Rawat	PRT
	11.Mr.P.Bahuguna	PRT

Name of Committee	Name of Teachers	Designation
25. Raj Bhasha Samiti	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. N. Sareen	PGT (Hindi)
	* All Hindi Teachers & Office Staff	

Name of Committee	Name of Teachers	Designation
26. Computers	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. Pankaj Sharma	PGT (C.S)
	3. Mr. G. K Mishra	PGT (C.S)
	4. Mr. P. Bahuguna	PRT
	5. Mrs. Seema Dobhal	PRT

Name of Committee	Name of Teachers	Designation
27. First Aid	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. V. Bala	TGT (WE)
	3. Mr. N. Chauhan	TGT (P & HE)
	4. Mrs. S. Todaria	H.M.
	5. Mr. Ravi Gurung	Lab Attd.
	6.	Nurse

Name of Committee	Name of Teachers	Designation
28. Cultural Committee	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S. P.Singh	PGT (English)
	3. Dr. N. Sarin	PGT(Hindi)
	3. Mrs. Meena Singh	Music Teacher
	4. Mrs. Sunita Rawat	PRT
	5. Mrs. Seema Rani	PRT
	6. Mrs. Damyanti Rawat	PRT
	7. Mrs. Seema Dobhal	PRT
	8. Mrs. Bimla Pundir	PRT

Name of Committee	Name of Teachers	Designation
29. Mike Arrangement Morning Assembly & Functions	1. Mr. J. P. Dobhal	Vice-Principal
	Secondary	
	2. Mrs. V. Bala	TGT (WE)
	3. Mr. Ravi Gurung	Sub Staff
	C.C.A Co-ordinator & House on duty	
	Primary	
	2. Mrs. S. Todaria	H.M.
	3. Mr. Ram Singh	Sub Staff
	C.C.A Co-ordinator & House on duty	

Name of Committee	Name of Teachers	Designation
30. Aquarium Maintenance	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. G. R. Thapliyal	PGT (Bio.)
	3. Mrs. Areena Singh	TGT (Science)
	4. Mr. Rishi Pal Singh	Lab Attd.
	5. Mr. Jagat Pal	Sub Staff

Name of Committee	Name of Teachers	Designation
31. Science Corner (Exhibition etc.)	1. Mr. J. P. Dobhal	Vice-Principal
	2. Ms. C. Joshi	PGT (Physics)
	3. Mrs. M. Kumari	PGT (Chemistry)
	4. Mr. G.R. Thapliyal	PGT (Bio.)
	5. Mrs. Areena Singh	TGT (Science)
	6. Mrs. S. Bisht	TGT (Science)
	7. Mr. P. Bahuguna	PRT

Name of Committee	Name of Teachers	Designation
32. S. S. Exhibition/EVS Corner	1. Mr. J. P. Dobhal	Vice-Principal
	Primary (EVS)	
	2. Mrs. Abha Joshi	PRT
	3. Mrs. B. Rana	PRT
	Secondary	
	1. Ms. Kiran Bhatt	PGT (Eco.)
	2. Mrs. P. Thakur	PGT (History)
	3. -	PGT (Geography)
	4. Mr. A.P. Singh	TGT (S.St.)
	5. Mrs. M. Khati	TGT (S.St.)

Name of Committee	Name of Teachers	Designation
33. Integrity Club	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mrs. S. P. Singh	PGT (Eng.)
	3. Mrs. S. Bisht	TGT (Science)
	4. Mr. A.P. Singh	TGT (S.St.)

Name of Committee	Name of Teachers	Designation
34. Nature - Club	1. Mr. J. P. Dobhal	Vice-Principal
	2. Mr. G.R. Thapliyal	PGT (Bio.)
	3 Mrs. S.R. Verma	PRT
	4.Mrs. Abha Joshi	PRT

Name of Committee	Name of Teachers	Designation
35. Maths Club/ Corner/ Lab.	1. Mr. Sudhir Kumar	PGT (Maths)
	2. Mr. M. K. Chauhan	TGT (Maths)
	3 Mr. Arun Kumar	TGT (Maths)
	4.Mr. A. A. Ansari	TGT (Maths)
	5. Ms. Ms. Sunita Rawat	PRT
	6. Mr. V.S. Negi	PRT
	7. Ms. Bimla Pundir	PRT
	8. Ms. S. F. Bhutia	PRT
	9. Ms. Seema Rani Verma	PRT

Name of Committee	Name of Teachers	Designation
36. Website Monitoring Committee & T.C Updating (Outgoing and Incoming)	1.Pankaj Sharma	PGT(C.S)
	2. Mr. G. K. Mishra	PGT(C.S)
	3. Mr. S. Bhatnagar	LDC

Name of Committee	Name of Teachers	Designation
37.Corporal Punishment Monitoring Cell	1. Mrs.N.Sareen	PGT(Hindi)
	2.Mrs S.Todaria	HM
	3.Mr. R.K.Sharma	Parent
	4.Mr. T.P. Kuril	Parent
	5.	Student(XIIA)
	6.	Student(XIIB)
	7.	Student(XIIC)
	8.Mr. V.K.Gaur	Doctor

Name of Committee	Name of Teachers	Designation
38. School Health Club	1. Mr. J. P. Dobhal	Vice-Principal
	2.Mrs S.Todaria	HM
	3.Mr. N. Chouhan	
	4. Mr. V.K.Gaur	Doctor
	5. All Class Teachers.	
	6. ..	Nurse

Name of Committee	Name of Teachers	Designation
39. Disaster Management Committee	1 Mrs.M.Kumari	PGT(Chem)
	2.Mrs Vinod Bala	TGT WE
	3.Mr.Arun Kumar	TGT(Maths)
	4.Mr.A.P.Singh	TGT(SST)
	5.Mr. N.Chouhan	TGT (P& HE)

Name of Committee	Name of Teachers	Designation
40. Vidyalaya Building Safety, Drinking Water and fire Safety	1. Mrs. N.Sarin	PGT(Hindi)
	2. Mrs. Vinod Bala	TGT(WE)
	3. Mr. Sarvesh Kumar	TGT(Eng.)
	4. Mr .N.Chouhan	TGT (P&HE)
	5. Mr. G. D.Gupta	TGT(LIB)

Name of Committee	Name of Teachers	Designation	
41. J.N Science Exhibition & NCSC.	1. Mrs M. Kumari	PGT(Chem)	All Other Competition
	2. Mrs.Chitra Joshi	PGT(Phy)	Science Olympiad & KVYP
	3. Mr.G.R.Thapliyal	PGT(Bio)	Green Olympiad
	4. Mr.Sudhir Kumar	PGT(Maths)	Maths Olympiad
	5. Mr. G. K. Mishra	PGT(CS)	
	6. Mr. A.P. Singh		NTSE

Name of Committee	Name of Teachers	Designation
42. PTM	1. Mr. J. P. Dobhal	Vice-Principal
	2.Mrs S.Todaria	HM
	3.Mrs. N.Sarin	PGT(Hindi)
	4.Mrs. P. Thakur	
	5.All Class Teachers	

GATE DUTY:

MORNING ARRIVAL TIME:

Mr. Pankaj Sharma / Mr. Arun Kumar

Gate Late Comers from 10 Mins. Before the school starts upto the assembly is over (7:50 A.M./8:20AM).

DEPARTURE TIME:

Mr. Neeraj Chauhan/ Mr. G.D. Gupta 5 mins. before the last bell.(1:35P.M/2:05P.M./2:35 P.M)

N.B.:- Principal may depute/ assign any duty to anyone at any point of time as per the need.

(J.P. Dobhal)
VICE- PRINICIPAL

(Uma.S. Chandra)
PRINCIPAL