

# FROM THE BOARD OF GOVERNORS



Greetings to Calcutta International School Society members!

In the pages that follow, you will find key updates from the Board as well as the sub-Committees.

As always, please email us at [pabog@calcuttais.edu.in](mailto:pabog@calcuttais.edu.in) with any questions or comments.

## Upcoming Events

- > **11 March 2025**  
Vision & Mission Launch Event
- > **26 March 2025**  
BOG Meeting
- > **31 March 2025**  
FY 2025-26 Budget Finalization
- > **15 April 2025**  
New Website launch

## Board of Governors

Shannon Jhunjunwala	Atul Almal
Deven Patodia	Karan Samtani
Anurag Mohta	Jai Vardhan Kejriwal
Abhi Chakrabarti	Harshvardhan Modi
Adhiraj Thirani	Joyita Majumdar
	Tanya Kumar

## BOG

### Red Book Amendments Approved -

An Extraordinary General Meeting (EGM) was held on 25th February 2025, where the proposed amendments to the Red Book, initially passed by the BOG on 6th February 2025, were presented for voting by society members. The voting results were declared on 27th February 2025, with 7 out of 8 resolutions successfully approved. The EGM was conducted smoothly and efficiently.

### CIS Vision & Mission 2040 -

The Board has officially adopted the new CIS Vision & Mission Statement, shaping the roadmap for the future. To mark this significant milestone, a special announcement will be made by the BOG, SLT and Hearth Advisors in the presence of all parents and teachers. This event is scheduled for Tuesday, 11th March 2025, at 3:30 PM.

### Introducing WhatsApp Broadcast for Official Communication -

To ensure timely updates on important society matters such as AGM and EGM notices, the Board has approved the launch of a one-way WhatsApp broadcast. This platform will be used exclusively for official communications, keeping parents informed in a convenient and efficient manner. The setup is currently in progress - stay tuned for further details!

# Facilities Com

The new interactive **smart boards** with sliding whiteboard covers which were introduced on a trial purpose have changed the quality of teaching and due to the overwhelming response, additional installations were carried out in the junior and senior classes.

An **electrical Audit** was conducted and necessary repairs and upgrades were done as per the findings. This audit will be undertaken more frequently to ensure enhanced safety in our school.

The Facility team sat with the SLT and newly appointed Design architect and froze the **layout of the Sen department** and rolled out tenders. Contractors have been shortlisted and we intend to start the renovation work from the upcoming Spring Break.

Space was created for the sitting of the newly appointed PMC and the Project Auditor.

The school canteen has undergone a major change and a **brand new menu** has been introduced. We encourage the parents to welcome the new menu with open arms and make it a huge success for all stakeholders.

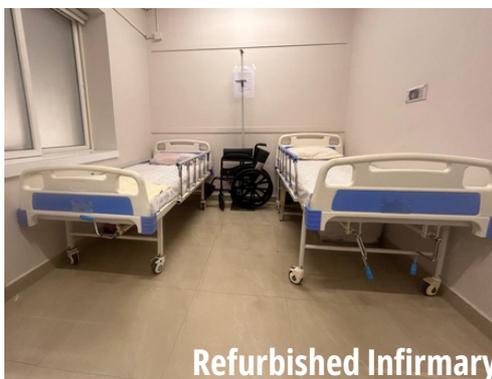
The School infirmary was given a makeover with new furniture, Adjustable fowler bed, fresh coat of paint and newly installed LED Lights.

This was a quarter which was dedicated to creating the facilities budget for the upcoming financial year and the same has been frozen keeping in mind our budget limitations but also ensuring that the repairs and maintenance of the premises is not hindered.

Lastly, on the suggestions of the parents, we rolled out a **traffic management drive** and we are happy that parents have come forward and volunteered. The committee would like to thank the parents for taking time out for the safety of our children. It is also a request to fellow parents to please educate the helpers/ drivers to kindly follow the new protocols and respect the parents and the facility team members and follow the instructions to make CIS a safer community for our own children and all constituents.



New space for PMC & PA



Refurbished Infirmary



School Canteen



Traffic Volunteering by Parents

## **Senior School Academic Audit:**

The months of January and February '25 saw the senior school principal compiling and sharing detailed information about the workings of the senior school, across a wide spectrum. This has been done in preparation for Hearth Advisors' (the appointed consultants) upcoming school visit from March 10th – 12th. During this trip, the consultants will spend a considerable amount of time, diving into all aspects of the senior school academic environment. Parents and student focus-groups are being organized as well. **If you wish to be part of these focus groups, then please reach out to the Board**

## **Budget Preparation work:**

As we come to the close of the financial year, the committee has been spending time, helping the principals put together the budget for the Academic Committee. With every iteration of the budget, our attempt is to make the budget line items transparent, unambiguous, and with a clear DOA guideline

## **Admissions Process Redesign:**

The Board has appointed Hearth Advisors to look at our existing Admissions process and help us redesign the process. The goal is to improve the efficiency and effectiveness of our admissions process. This new process will be gradually combined with the Admissions module being implemented through the school-wide Edunext ERP system

## **Vision Mission 2040 Finalization:**

The committee is happy to report that the Vision Mission 2040 exercise has been completed. We will be sharing details of our school's new Vision and Mission, and we also plan to hold townhall-style discussion forums, with various stakeholders, to share the details

## **Academic Policy:**

The school's Academic Policy review is a comprehensive exercise, which has been carried out for several months now. This policy guides all aspects of academics in the school. The committee will review the draft of the proposed policy, in the coming months, with a view to finalize it.

## **Junior School Teacher Up-skilling:**

The Junior school has been involved in a year-long specialized training program. This ambitious exercise is aimed at refining and upgrading our existing teaching pedagogy, to reflect the needs and aspirations of current and future students.

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## FinCom

- Rectification petition filed with **Income Tax Department and refund** received of Rs. 7,36,679, which was pending since 2021-22.
- A **Vendor Management System** has been implemented. Entries are happening daily, pictures of items are being uploaded, and auto-emails being sent to people requesting items.
- New **requisition forms** implemented for processing procurement orders more seamlessly. No more verbal orders.
- Dormant and unused bank accounts and locker are being closed.
- Conflict of Interest forms introduced when empaneling vendors.
- Implementation of Edunext - an app-based school ERP system, which will gradually handle the majority of finance, admin, and HR applications.
- Formalizing policies for Corpus, General, and CSR donations, internal documentation, tracking, utilization, and creation of a timeline and project plan.
- Preparation for finalization of Budget.

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## HRCCom

The HR Committee has had a busy few months. The new **automated Performance Management System (PMS)** was introduced to all members of staff and launched for the mid-year PMS. Automating the PMS was a key initiative of the previous HR Committee, and its implementation is a significant achievement that will strengthen the overall performance review process. The response to the new automated PMS has been positive amongst staff.

The mid-year PMS is an important exercise for all members of staff, including admin, teachers and the principals, to reflect on their achievements and to receive feedback on what is going well and areas that require more focus. The HR Chair lead the mid-year performance appraisal of the principals. This involved the HR Chair incorporating feedback from board members and having constructive meetings with each principal to discuss achievements, areas requiring greater concentration, and short-term goals. These meetings were attended by the Chairperson, Secretary, and members of the board.

January also saw the annual **Open House** meeting of the Board with teachers and administrative staff. The Open House offers the Board the opportunity to introduce itself and speak about some of the main projects that each committee is focused on. It also offers staff the opportunity to ask questions, express concerns, request information and offer feedback on any issues that are relevant to their experience at CIS. The event was well-attended and informative for all participants.

A key project that the committee is involved in is adding a new **training module** to the new PMS system. This will help the organization be more focused and purposeful in identifying and allocating training programs to specific employees, that are based on their current gaps and future growth opportunities.

# TechCom

CIS is introducing **Edunext**, a comprehensive platform designed to streamline operations and enhance user experience. On the back end, Edunext will manage HR functions and student enrollment data, including a fully automated admissions application system. For parents, the app will serve as a central hub for school calendars, holidays, special events, and alerts, as well as a payment gateway for fees.

In addition, the **CIS website** update is nearing completion! Featuring stunning images from a professional photo shoot earlier this year, along with refreshed content, the new site is shaping up to be a true source of pride for the CIS community.

The Tech Committee has also been working to implement a structured **hardware management system**. This will help the school make informed decisions on upgrades and ensure that teachers and staff have the tools they need to maximize their performance.

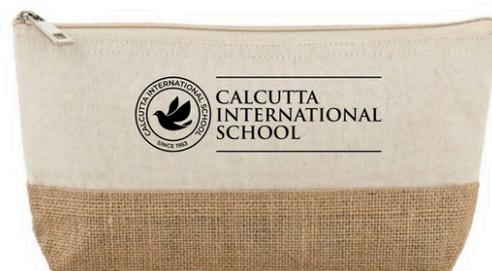
Stay tuned for more updates as we continue enhancing the CIS digital experience!

# ECAM

The ECAM Committee oversees Extra-Curriculars, Alumni Affairs, and Marketing. Alumni engagement is thriving, with over **400 alumni** registered with the school. Various initiatives are underway to strengthen connections and leverage alumni expertise to benefit current students.

Marketing efforts are ramping up as we prepare for the senior school admissions cycle. **Online advertising and open houses** play a key role in attracting talented students to CIS. The recent photo shoot resulted in a stunning gallery of images that will be featured on the new CIS website.

In the coming months, the Committee's primary focus will be enhancing the ECA program for the next academic year. We will assess the current offerings, create more organized ECA curricula, and explore **partnerships with national and international sports and activities organizations** to provide even greater opportunities for our students.



# Vision Project Updates & Key Milestones

 **Building Plans sanctioned** in January, 2025.

 **Piling Test conducted** & report received in January, 2025.

 After a series of deliberations by the Infra Task force and then detailed discussions with 4 PMCs, **Project Management Consultant Colliers International** has been hired to run the Vision project. Colliers is a leader in their field. On-site deployment commenced on 3rd March, 2025. Over the next 2 weeks, they will finalize the timeline and execution strategy for the project along with a financial structure.

 After a series of deliberations by the Finance Task force and then detailed discussions with 3 PAs, **Project Auditor SK Agarwal & Co.** has been appointed. SKA has extensive project audit experience. On-site deployment at CIS commenced on 3rd March 2025 and they are currently consolidating already incurred vision expenditures. SKA will review and advise on the financial structure provided by the PMC and oversee all Vision related payments.

 After a series of deliberations by the Design Task force and Principals, **Interior Designer Mr. Ayan Sen** has been onboarded to lead the interior design for the vision project and the school. Mr. Sen has experience in educational institutions as well as in implementing changes in organizations while they are running. He has started work on the CIS Vision Project and is currently working on key prototype designs for hallways and classrooms, as well as a re-design of the atrium.



## **Fundraising Efforts - Be a Part of the Legacy! The Donor Wall is coming to life!**

In FY 2024-25, 10 generous contributors have pledged their support, making a lasting impact on our school's future. Want to be a part of this journey?

Join the list of donors and leave your mark!