NO : CBSE/931494/SL-01656-2627/2026-27 Dated: 16/10/2026

The Manager,
HILL VALLEY SCHOOL
CHANGAMPUZHA NAGAR P.O, THRIKKAKARA, ERNAKULAM
KERALA,ERNAKULAM, 682033
(M: 0484-2577343)

Subject :- FRESH AFFILIATION UP TO SECONDARY LEVEL-regarding
Ref : Application No. : - SL-01656-2627, Dated: 20/03/2026.

Sir / Madam,
This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for Fresh Affiliation Up to Secondary Level as per details given below :

Affiliation No used as User ID for both OASIS and LOC/Registration System	**931494**
School No	76514
Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.	
Affiliated for	Secondary School Examination Class 1 to 10
Category	Fresh Affiliation
Period of affiliation	01.04.2026 to 31.03.2031
Year and Month From which admission can be taken in Class-IX	1 April,2026
Year and Month in which first batch of Class-X will appear in board examinations	1 April,2028
Application to be filled for further extension in the Year	**2030**

Sl. No.	**The school is directed to ensure that :**
1	The total number of sections of the school from class I to X shall be restricted to **16**, out of which the school can run not more than **4** sections in secondary classes i.e. **2** in class IX and **2** in class X. The optimum number of the students shall be restricted to 40 for a classrooms size of 500 sq ft and above. Further, increase of sections shall be subject to specific approval of the Board based on the request of the school as per affiliation bye law and availability of land and class rooms of greater than 500 sq ft dimension.
2	The approval is based upon the documents /data/information uploaded by the school online. The Manager and Principal of the school shall be held responsible for its genuineness. In case of any document found to be fake/forged/fabricated/tampered, the application of the school is liable to be rejected and the school shall be liable for imposition of any of the penalties and necessary action will be initiated against the school as deemed fit, under clause 10.1.16 of Affiliation Bye Laws, 2018.
3	The school shall follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
4	The School is required to apply online for extension of affiliation in the preceding academic session before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
5	The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, Circulars, Guidelines, Instructions and other amendments issued from time to time by the Board. School is advised to keep a copy thereof for reference purpose and regularly visit CBSE websites for updates.
6	The school shall renew mandatory certificates from time to time.
7	The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
8	Concerned Regional Office is requested to create new email id of school as per direction issued by controller of examination. This E Mail ID is used for communication with CBSE only.

9	The school shall not remove the documents and videography links in the mandatory disclosure section of its website.
10	The school shall follow the SOPs of the Board for its Laboratories, Library and sports facilities issued by the Board vide circular no 11 dated 04.10.2022.
11	The School is directed to run at least 01 section each of bal-vatika I, II & III in accordance with established norms permitted vide Board's circular no. 12/2023 dated 24-03-2023 & 25/2023 dated 11-09-2023.
12	The school shall conduct training of its teachers with concerned COE.
13	The school is directed to ensure that all essential valid documents are available under the head Mandatory Public Disclosure (as per annexure– IX) on school's website at all time and the link of certificates should be remain functional.
14	As per the recommendation of NEP, the school shall ensure the participation of its students in the Structured Assessment for Analyzing Learning(SAFAL), an exam conducted by the Board every year. This exam, designed to assess and enhance students' learning, is a valuable initiative for their holistic development, as per the guidelines issued by the Board vide circular no: Acad-49/2024 dated 26 June 2024.
15	The school will ensure the Holistic Progress Card (HPC) is used for the foundational stage according to the guidelines issued by the Board via notification no. CBSE/Director (Acad.-Assessment)/2023 dated 27.12.2023.
16	The school shall submit an undertaking to upload all requisite information regarding students, teachers, and infrastructure details available in the school on the UDISE and OASIS Portals. The registration of the students in classes IX, as the case may be shall be conditional on the school providing complete information on the UDISE and OASIS Portals.
17	The school shall ensure that all teachers undergo at least 50 hours of Continuous Professional Development (CPD) every year, vide notification no. 16/2021 dated 24.09.2021, out of which 25 hours should be from concerned COE.
18	The school may make provision to establish rain water harvesting system in their school premises as per Board's circular no. CBSE/AFF./AC/RWH/2025 dated 24.03.2025.
Further, the school shall submit compliance on the following mentioned conditions within 03 months on the SARAS Portal from the date of the grant letter i.e. upto 16/01/2027. Failure to submit compliance within the stipulated time shall invite financial penalty of Rs. 50,000/- and appropriate action may be initiated as deemed fit.	
19	In the compliance video, multiple electrical poles carrying HT/LT lines are situated within the school premises along the boundary wall. Thus, the school is directed to either remove the said electrical poles/lines or adequately barricade the same with a concrete structure and submit the videographic compliance along with a certificate issued by the concerned Electrical Department confirming compliance in this regard.
20	The school is required to implement the EPF facility in favour of school's name and submit the documentary evidence in compliance.
21	The school is strictly directed to pay the salary to all staff as per State/ Central Govt. norms in the first week of the months and submit the 02 months of salary statement verified by the concerned bank along with bank account statement in compliance.
22	The school is directed to maintain the section teacher ratio i.e. 1:1.5 and submit the documentary evidence in compliance.
23	The school is required to (i) procure more books for library (ii) ensure that the rooftop should be properly locked and not be accessible for the students and it must have adequate height of parapet wall and submit videographic/documentary compliance
In case of partial acceptance of compliance, the school shall submit the remaining compliance's within further stipulated period of 03 months. In case of the failure of the school to submit the final compliance's, the Board may enhance the penalty amount and debar the school from filling up the Registration/LOC details of students of classes IX & X, as the case may be, in the next academic session i.e. **2027-28**.	

DEPUTY SECRETARY/JOINT SECRETARY/DIRECTOR (AFF.)

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