

ON-SITE VERIFICATION CHECKLIST FOR SES CENTRE

This checklist is developed to guide the TVET Quality Council (TVET QC) in conducting on-site verification of Supplementary Educational Service (SES) centre against prescribed Quality Standards in National Quality Standards for SES Centre 2025.

Note: To qualify for the registration of SES Centre, all the following quality indicators must be ticked YES.

QUALITY STANDARDS 1: GOVERNANCE AND MANAGEMENT							
Sl. No	Criteria	Quality Indicator	Verification Method	Evidence	Compliance (Tick)		Shortcomings
					YES	NO	
1	Organizational Structure and Management	Clear organizational structure with defined roles and responsibilities for all the staff	Document review, Interview	Organizational chart; Job descriptions for staff;			
		Clearly articulated vision, mission, and objectives reflecting the SES centre's purpose.	Document review Observation	Written vision, mission, and objectives			
		Vision, Mission, and objectives prominently displayed and communicated to staff and learners.	Interview, Observation	Display boards/posters in visible areas.			
		Well-documented and publicly accessible rules and regulations covering child protection, learner safety, admissions, fee management, grievance handling, and disciplinary procedures	Document Review, Observation	Published Rules and regulations (including fees and refund policy)			

2	Admission and Fees	Well-documented and publicly accessible fee structure with clear refund policies.	Document review, Observation	Fee notice displayed; Written policy on refund and fees.			
		Any applicable fees deposited in the CD account of the centre.	Document review	Receipts booklet and CD account.			

QUALITY STANDARD 2: INFRASTRUCTURE AND LEARNING RESOURCES

Sl. No	Criteria	Quality Indicator	Verification Method	Evidence to check / observe	Compliance (Tick)		Shortcomings
					YES	NO	
1	Office Room	Minimum of two separate offices for the Centre Manager, administrative staff, and tutors.	Observation	TWO separate office.			
		Conducive office environment with essential furniture and equipment (tables, chairs, computers, filing cabinets, communication tools)	Observation	Physical inspection of furniture and IT tools.			
		Premises used solely for SES centre (no residential use).	Observation	Verify usage of all rooms, check for residential setup.			

2	Classrooms	Proper ventilation, lighting, and 1m ² /learner space.	Observation	Measure classroom space, verify light/air quality.			
		Equipped with learning aids: textbooks, whiteboards (min. 4'×6'), Smart LCD, charts, digital tools.	Observation	Check physical resources			
		Conducive for learning—clean, safe, comfortable (heating/cooling as applicable).	Observation	Hygiene, safety, comfort conditions.			
3	Learning Resources	Well-structured tuition plan ensuring appropriate scheduling (not too early / late).	Document review.	Timetable, tuition plan.			
		Subjects offered align with approved school curriculum.	Document review	Subject list, curriculum comparison.			
		Recommended class size not exceeding 25 learners.	Observation, Record review.	Classrooms and size (<25 learners).			
		Relevant and appropriate learning materials.	Observation	Lesson plans, learning materials.			
		Mechanisms for feedback and complaints from learners and parents.	Document review, Observation	Feedback box/forms, complaint log, QR code			

4	Washroom and Drinking Water	Adequate washroom facilities for male and female learners.	Observation	Separate toilets, signage.			
		Well-maintained, hygienic, with sufficient water supply and sanitation.	Observation	Cleanliness, functionality.			
		Adequate safe drinking water facilities	Observation	Functional water source / filter.			
5	Safety and Signage	Functional first aid facilities and fire safety equipment.	Observation	First aid box, extinguisher, expiry date check.			
		Clear signage for classrooms, washrooms, corridors, and common areas.	Observation	Visible signage.			
		Emergency evacuation plan displayed.	Observation	Map/poster displayed.			

QUALITY STANDARD 3: HUMAN RESOURCES

Sl. No	Criteria	Quality Indicator	Verification Method	Evidence to check / observe	Compliance (Tick)		Shortcomings
					YES	NO	
1	Tutors	Hold minimum of Bachelor's degree/B.Ed in relevant subject.	Document review	Verified academic certificates, CVs, copies of qualification.			
		Tutor details (name, subject, and photo) clearly displayed.	Observation	Noticeboard or information board.			
2	Office staff	Centre Manager overseeing management and compliance.	Document review, Interview	Appointment letter, job description, role clarity.			
		At least one Office Assistant with minimum Class XII qualification.	Document review	Qualification certificate, contract document.			

VERIFICATION SUMMERY

Sl. No	Quality Standard	Meet the Criteria (Tick)		Corrective Actions
		YES	NO	
1	Governance and Management			
2	Infrastructure and Learning Resources			
3	Human Resources			

VERIFIERS

1. Name and Signature:

2. Name and Signature:

Date:

CENTRE REPRESENTATIVE / MANAGER

Name & Signature:

Designation / position:

Location:

Contact Details: Email: