



Government of Sindh  
Universities & Boards Department

**Benazir Bhutto Shaheed**



Human Resource, Research and Development Board (BBSHR&DB)

No: ADMIN/BBSHRDB/2-22(E&C)/2022/20070  
Karachi dated the 17<sup>th</sup> November, 2022

### ORDER

No: ADMIN/BBSHRDB/2-22(E&C)/2022: In continuation of this Board's Order No. ADMIN/BBSHRDB/2-22 (E&C)/2022/19859 dated 26.10.2022, following Sub-Committees are hereby constituted for designing and development of competency based Curricula & Teaching Learning Materials for BBSHRDB under Section 7(vii) of the BBSHRDB Act, 2013, with the below mentioned composition & terms of references:

**1. (a) Composition of Sub Committee (Front Desk Operation):**

i)	Deputy Director (E&C) BBSHRDB	Chairperson
ii)	Expert Trainer of SBTE of Front Desk Operation	Member
iii)	Expert Trainer of STEVTA of Front Desk Operation	Member
iv)	Mr. Ashar, Focal Person of Skillston	Member
v)	Expert Trainer of Skills Valley of Front Desk Operation	Member
vi)	Expert Trainer of Skillston of Front Desk Operation	Member
vii)	Expert Trainer of POTHAM of Front Desk Operation	Member
viii)	Industry Linkage Person	Member
ix)	Assistant Director (E&C), BBSHRDB	Secretary

**(b) Terms of References of Sub Committee (Front Desk Operation):**

- The Sub-Committee (Front Desk Operation) will design and develop competency based-curricula and TLMs.
- The Sub-Committee (Front Desk Operation) will identify education eligibility criteria for trainers to teach relevant course
- The Sub-Committee (Front Desk Operation) will identify education eligibility criteria for trainees to pursue relevant course
- Training duration and nominal / credit hours
- Member at serial # 4 will be responsible for coordination with other members for subject task under intimation to Secretary of the subcommittees

**2. (a) Composition of Sub Committee[Culinary Arts (Professional Chef)]:**

i)	Deputy Director (E&C) BBSHRDB	Chairperson
ii)	Expert Trainer of SBTE of Culinary Arts (Professional Chef)	Member
iii)	Expert Trainer of STEVTA of Culinary Arts (Professional Chef)	Member
iv)	Mr. Ashar, Focal Person of Skillston	Member
v)	Expert Trainer of Skills Valley of Culinary Arts (Professional Chef)	Member
vi)	Expert Trainer of Skillston of Culinary Arts (Professional Chef)	Member
vii)	Expert Trainer of POTHAM of Culinary Arts (Professional Chef)	Member
viii)	Industry Linkage Person	Member
ix)	Assistant Director (E&C), BBSHRDB	Secretary



**Human Resource, Research and Development Board (BBSHRR&DB)**

**(b) Terms of References of Sub Committee [Culinary Arts (Professional Chef)]:**

- i) The Sub-Committee [Culinary Arts (Professional Chef)] will design and develop competency based-curricula and TLMs.
- ii) The Sub-Committee [Culinary Arts (Professional Chef)] will identify education eligibility criteria for trainers to teach relevant course
- iii) The Sub-Committee [Culinary Arts (Professional Chef)] will identify education eligibility criteria for trainees to pursue relevant course
- iv) Training duration and nominal / credit hours
- v) Member at serial # 4 will be responsible for coordination with other members for subject task under intimation to Secretary of the subcommittees

**3. (a) Composition of Sub Committee (Pastry and Baking):**

- |       |  |             |
|-------|--|-------------|
| i)    | Deputy Director (E&C) BBSHRRDB                       | Chairperson |
| ii)   | Expert Trainer of SBTE of Pastry and Baking          | Member      |
| iii)  | Expert Trainer of STEVTA of Pastry and Baking        | Member      |
| iv)   | Mr. Ashar, Focal Person of Skillston                 | Member      |
| v)    | Expert Trainer of Skills Valley of Pastry and Baking | Member      |
| vi)   | Expert Trainer of Skillston of Pastry and Baking     | Member      |
| vii)  | Expert Trainer of POTHAM of Pastry and Baking        | Member      |
| viii) | Industry Linkage Person                              | Member      |
| ix)   | Assistant Director (E&C), BBSHRRDB                   | Secretary   |

**(b) Terms of References of Sub Committee (Pastry and Baking):**

- i) The Sub-Committee (Pastry and Baking) will design and develop competency based-curricula and TLMs.
- ii) The Sub-Committee (Pastry and Baking) will identify education eligibility criteria for trainers to teach relevant course
- iii) The Sub-Committee (Pastry and Baking) will identify education eligibility criteria for trainees to pursue relevant course
- iv) Training duration and nominal / credit hours
- v) Member at serial # 4 will be responsible for coordination with other members for subject task under intimation to Secretary of the subcommittees

**4. (a) Composition of Sub Committee (Restaurant Management):**

- |       |  |             |
|-------|--|-------------|
| i)    | Deputy Director (E&C) BBSHRRDB                             | Chairperson |
| ii)   | Expert Trainer of SBTE of (Restaurant Management)          | Member      |
| iii)  | Expert Trainer of STEVTA of (Restaurant Management)        | Member      |
| iv)   | Mr. Ashar, Focal Person Skillston                          | Member      |
| v)    | Expert Trainer of Skills Valley of (Restaurant Management) | Member      |
| vi)   | Expert Trainer of Skillston of (Restaurant Management)     | Member      |
| vii)  | Expert Trainer of POTHAM of (Restaurant Management)        | Member      |
| viii) | Industry Linkage Person                                    | Member      |
| ix)   | Assistant Director (E&C), BBSHRRDB                         | Secretary   |

**(b) Terms of References of Sub Committee (Restaurant Management):**

- i) The Sub-Committee (Restaurant Management) and Baking) will design and develop competency based-curricula and TLMs.
- ii) The Sub-Committee (Restaurant Management) will identify education eligibility criteria for trainers to teach relevant course
- iii) The Sub-Committee (Restaurant Management) will identify education eligibility criteria for trainees to pursue relevant course
- iv) Training duration and nominal / credit hours
- v) Member at serial # 4 will be responsible for coordination with other members for subject task under intimation to Secretary of the subcommittees





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Human Resource, Research and Development Board (BBSHRR&DB)

5. Composition of Sub Committee (Customer Services):

i)	Deputy Director (E&C) BBSHRRDB	Chairperson
ii)	Expert Trainer of SBTE of (Customer Services)	Member
iii)	Expert Trainer of STEVTA of (Customer Services)	Member
iv)	Mr. Ashar, Focal Person Skillston	Member
v)	Expert Trainer of Skills Valley of (Customer Services)	Member
vi)	Expert Trainer of Skillston of (Customer Services)	Member
vii)	Expert Trainer of POTHAM of (Customer Services)	Member
viii)	Industry Linkage Person	Member
ix)	Assistant Director (E&C), BBSHRRDB	Secretary

(b) Terms of References of Sub Committee (Customer Services):

- The Sub-Committee (Customer Services) will design and develop competency based-curricula and TLMs.
- The Sub-Committee (Customer Services) will identify education eligibility criteria for trainers to teach relevant course
- The Sub-Committee (Customer Services) will identify education eligibility criteria for trainees to pursue relevant course
- Training duration and nominal / credit hours
- Member at serial # 4 will be responsible for coordination with other members for subject task under intimation to Secretary of the subcommittees

SHARIQ AHMED  
SECRETARY BBSHRRDB

No: ADMIN/BBSHRRDB/2-22(E&C)/2022: 1200.70

Karachi dated the 17th November, 2022

Copy forwarded for information and necessary action to:

- The Managing Director, Sindh Technical Education & Vocational Training Authority (STEVTA), Government of Sindh, Karachi
- The Chairman, Trade Testing Board (TTB), Government of Sindh, Karachi
- The Secretary, Sindh Board of Technical Education (SBTE), Govt. of Sindh, Karachi
- The Director, Sindh Board of Technical Education (SBTE), Govt. of Sindh, Karachi
- The Regional Consultants (Hyderabad/ Sukkur), BBSHRRDB.
- The Director (Trainings / IT), BBSHRRDB, Sindh Karachi
- The Deputy Director (All), BBSHRRDB, Government of Sindh, Karachi.
- The Chairman / Members of the Head Committee & Sub-Committees
- The Assistant Director (All) Head office, BBSHRRDB are entrusted a liaison to help, facilitate cooperation and establish communication between the experts of these sub-committees as and when needed.
- The Assistant Director (All DMUs) (All), BBSHRRDB, Govt. of Sindh Karachi
- The Assistant Director (Accounts), BBSHRRDB, Government of Sindh, Karachi
- PS to Coordinator and Nominee to the Chief Minister Sindh for BBSHRRDB, Karachi
- PA to Secretary-BBSHRRDB, Government of Sindh Karachi.
- Office file.

(FAIZULLAH SOOMRO)  
ASSISTANT DIRECTOR (ADMIN)