



پوهنتون کاردان
KARDAM UNIVERSITY

INSPIRE

The Monthly Employee Newsletter

February 2021

Employee of The Month

Mr. Suliaman Mohammadi

Program Officer of BSc Economics Department



Birthday Wishes

Kardan University wishes a happy birthday to all of our employees who celebrate their birthdays in February.



Hedayatullah Hedayat
February 1



Laila Naseh
February 1



Mohammad Amin Hakimi
February 1



Dr. Sayed Abdul Moiz
February 1



Mohammad Matin Sakhi
February 2



Mohammad Haleem Bahadur
February 3



Obaidullah Akbar
February 3



Rahimullah Wafa
February 3



Abdul Waheed Alizada
February 4



Hosai Shinwari
February 4



Hadnan Nasery
February 7



Shafullah Abid
February 8



Neelofar Shalizi
February 9



Musa Farooqi
February 12



Sayed Gheyasuddin
February 13



Arif Asadi
February 14



Fardin Sarwary
February 15



Muhammad Imran
February 15



Shahzad Anwar
February 15



Ahmadullah Azizi
February 16



Ahmad Khetab Maqsodi
February 22



Sayed Dawood Karimi
February 22



Abdul Wahid Mehran
February 24



Mohammad Ayaz Azimi
February 25

*Wishing our staff and faculty all
the best on their birthdays!
Upwards & Onwards.*

A Special Message to My Daughter



**Chancellor Roeen Rahmani
with Asal Rahmani**

In my eyes there is no one who can equal your beauty. There is no word that can describe how much you mean to me. Nothing that could lessen my love for you. As you have it now and for all eternity. No matter how old you may be. You will always be my little girl.

Employee of the Month



Mr. Suliaman Mohammadi

Program Officer, Department
of Economics

We are pleased to announce Mr. Suliaman Mohammadi Program Officer of the Department of Economics as our Employee of the Month February 2021.

Mr. Suliaman Mohammadi is an inspiring Program Officer and a dedicated employee of Kardan University.

Mr. Mohammadi has been very kind to the students. Whenever he is approached by the students for a problem, he provides solutions and helps the students as if it's his own problem. In the meantime, he is very cooperative with the professors.

He has made things easier not only for the students but also for the professors and the department. He is always volunteer to manage teams and work with the department.

We congratulate him on this achievement and wish him the best of luck in his future endeavors.

New Employee Introduction



LLB Student at Kardan University

Over 3 Years of Experience in
Sales Management

We are pleased to introduce and welcome Mr. Khwaja Safaullah as the Residence Administration Officer at Kardan University. He has joined the University on January 23, 2021.

We are keenly optimistic that his talent and experience will add more to the development of Kardan University.

We wish Mr. Safaullah a great start and prosperous journey with all the success ahead!

He can be reached via k.safaullah@kardan.edu.af

Lucky Draw Winners - January 2021



Hekmatullah Jabarkhail
Cashier



Mirwais Jalil
IT Manager



Nisar Ahmad Noori
Record Officer

Winning Prize

- Free Bowling Session with a Colleague
- Refreshment up to AFN 2500

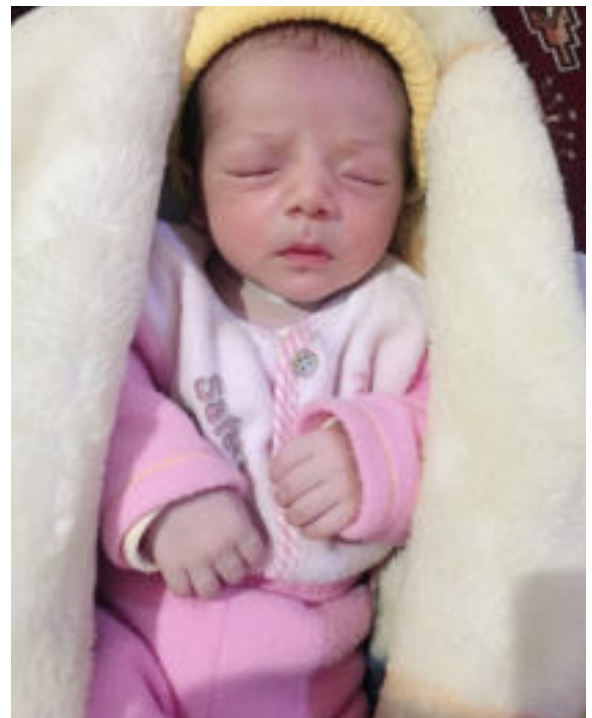




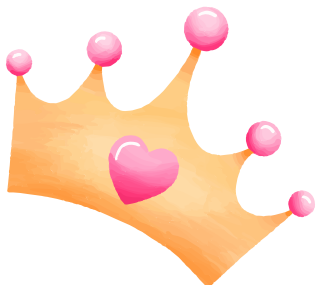
New Family Members



Baes Ghafoori – January 30, 2021
Son of Ajmal Ghafoori, Studio Technician



Hizmatullah – January 22, 2021
Son of Asmatullah Noori, Admin and Security Officer



Breathing Life and Purpose into the Institution: **Kardan University Defines its Organizational Values**

The Strategic Planning Taskforce (PTF) of Kardan University identified and defined the values which support the Vision of the University and shape the organization's culture, philosophy, and beliefs during the Seventh PTF Meeting.

The finalized values of the University follows to achieve Kardan's Mission, and are:

■ **Excellence**

■ **Collaboration**

■ **Integrity**

■ **People**

■ **Innovation**



The outcome expected from the meeting was for the Kardan University Leadership and community to gain clarity about the direction of the organization and their expected contribution towards achieving institutional goals obtaining agreement from PTF members to embed the agreed values in the institutional operations.



Kardan University Conducts a Training on Business Writing Principles



Colleagues from different departments of the University participated in a wonderful and interactive session on Business Writing Principles delivered by Mr. Ahmad Nabi Ahmadzai on January 14, 2021. The training provided a platform for a rich dialogue on business writing principles, email and memo writing. The training aimed to build on participant's writing strengths and to enable them excel in their daily written communications.

Achievements



Mohammad Qasim Ayaz

We are pleased to announce that Mr. Mohammad Qasim Ayaz, from the Faculty of Economics, published his paper in a SEISENSE Business Review Journal titled "Organzational And Demographic Level Diversity." The article can be reached on the following link:

<https://journal.seisense.com/index.php/sbr/issue/view/19>

We congratulate him in publishing his paper and wish him further success!



Mr. Mohammad Amin Hakimi

We are pleased to announce that Mr. Mohammad Amin Hakimi, Manager, Training & Career Services has earned his MBA Degree from Kardan Univesity.

We congratulate him on completion of his Master's degree and wish him further success!



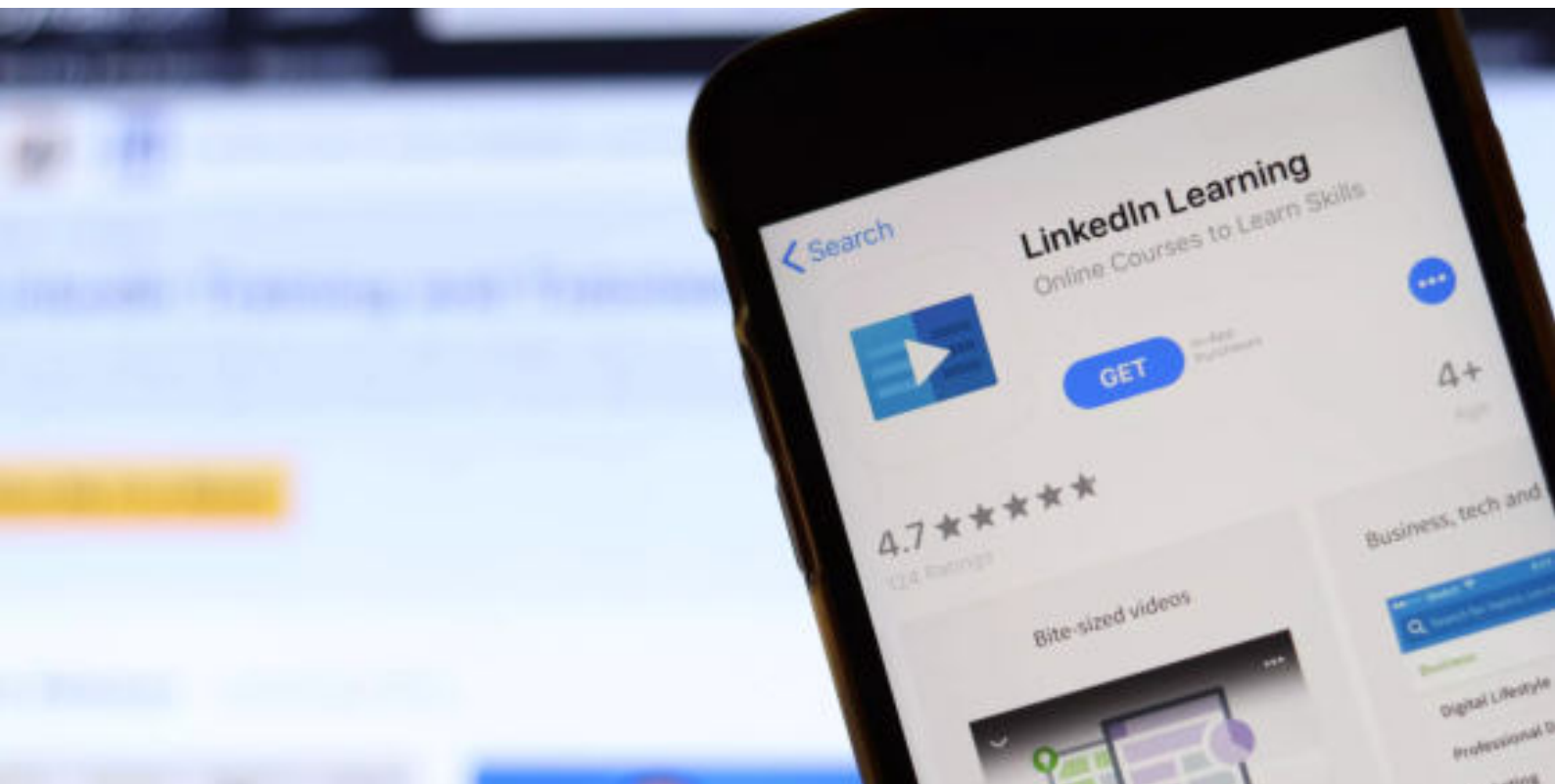
Ms. Sajida Muhammad Tayyeb

We are pleased to announce that Ms Sajida Muhammad Tayyeb, Economics Department Lecturer, has completed an online certification on "Stress and Anger Management" from Engineering College and Research Centre, Jaipur. We congratulate her on the completion of this certification



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Human Resources Department Four Months Training Plan – 2021



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KARDAN UNIVERSITY

Human Resource Department Four Months Training Plan - 2021

JANUARY	FEBRUARY	MARCH	APRIL
<p>Business Writing</p> <ul style="list-style-type: none"> Describe how to make your writing concise and complete. Identify the elements of a clear message. Use a writing process to avoid common errors. Address common grammatical and punctuation errors. <p>JAN 14, 2021, 11:00 AM</p> <p>Facilitator: Ahmad Nabi Ahmadzai</p>	<p>Stress and Anger Management</p> <ul style="list-style-type: none"> To enlighten employees regarding the power of positive thoughts in dealing with stress and anger. Discover the reasons behind anger and solutions to them. Highlight the importance of controlling situation rather than being controlled by it. <p>FEB 8, 2021, 02:00 PM</p> <p>Facilitator: Sajida Muhammad Tayyeb</p>	<p>Effective Business Communication</p> <ul style="list-style-type: none"> Identify key elements and principles of communication and its process. Demonstrate ability to prepare and present short written pieces and oral presentations. Demonstrate an understanding of active listening skills. <p>MAR 1, 2021, 10:00 AM</p> <p>Facilitator: Zabihullah Habibi</p>	<p>Managing one self</p> <ul style="list-style-type: none"> Cultivate a deep understanding of themselves. Identify their most valuable strengths and most dangerous weaknesses. Identify how they learn and work with others. Recognize their most deeply held values. <p>APR 1, 2021, 02:00 PM</p> <p>Facilitator: Shams Ul Hayat</p>
<p>FACILITATORS</p>		<p>PURPOSE OF TRAININGS</p> <p>The purpose of the training and development function is to organize and facilitate learning and development. expedite the acquisition of the knowledge, skills, and abilities required for effective job performance.</p>	



Break Time



The Wise Son

Once there was a wise King. He had two sons. He appointed eminent scholars to teach them all arts. After a few years, The King fell ill badly, so he wanted to select the next King for his kingdom. He wanted to test his sons' abilities.

He called both of them and gave them a room to each one. He said, "You must fill your room completely with anything you wish. It can be anything! But there should not be any space left behind and you should not seek advice from others!"

The next day, the King visited the elder son's room. The room was completely filled with hay. The King sighed on the foolishness of the elder son.

Then he went to the room given to the younger son. But it was kept closed. The King knocked at the door. The younger son asked his father to get in and closed the door again. There was darkness everywhere and the King shouted at his son angrily.

But the younger son lighted a candle and said, "I have filled this room with light!" The King felt very happy and hugged his son proudly. He understood that the younger son would be the right person to rule the kingdom.



For Your Consideration

Benefits of Exercise

We have all heard it many times before – regular exercise is good for you, and it can help you lose weight. But if you are like many Afghans, you are busy, you have a sedentary job, and you haven't yet changed your exercise habits. The good news is that it's never too late to start.

You can start slowly, and find ways to fit more physical activity into your life. To get the most benefit, you should try to get the recommended amount of exercise for your age. If you can do it, the payoff is that you will feel better, help prevent or control many diseases, and likely even live longer.



What are the health benefits of exercise?

Regular exercise and physical activity may:

- Help you control your weight. Along with diet, exercise plays an important role in controlling your weight and preventing obesity. To maintain your weight, the calories you eat and drink must equal the energy you burn. To lose weight, you must use more calories than you eat and drink.
- Reduce your risk of heart diseases. Exercise strengthens your heart and improves your circulation. The increased blood flow raises the oxygen levels in your body. This helps lower your risk of heart diseases such as high cholesterol, coronary artery disease, and heart attack. Regular exercise can also lower your blood pressure and triglyceride levels.

- Help your body manage blood sugar and insulin levels. Exercise can lower your blood sugar level and help your insulin work better. This can cut down your risk for metabolic syndrome and type 2 diabetes. If you already have one of those diseases, exercise can help you to manage it.

- Help you quit smoking. Exercise may make it easier to quit smoking by reducing your cravings and withdrawal symptoms. It can also help limit the weight you might gain when you stop smoking.

- Improve your mental health and mood. During exercise, your body releases chemicals that can improve your mood and make you feel more relaxed. This can help you deal with stress and reduce your risk of depression.

- Help keep your thinking, learning, and judgment skills sharp as your age. Exercise stimulates your body to release proteins and other chemicals that improve the structure and function of your brain.

- Strengthen your bones and muscles. Regular exercise can help kids and teens build strong bones. Later in life, it can also slow the loss of bone density that comes with age. Doing muscle-strengthening activities can help you increase or maintain your muscle mass and strength.

- Improve your sleep. Exercise can help you to fall asleep faster and stay asleep longer.

How could we make exercise a part of our regular routine?

- Make everyday activities more active. Even small changes can help. You can take the stairs instead of the elevator. Walk down the hall to a coworker's office instead of sending an email. Wash the car yourself. Park further away from your destination.

- Be active with friends and family. Having a workout partner may make you more likely to enjoy exercise. You can also plan social activities that involve exercise. You might also consider joining an exercise group or class, such as a dance class, hiking club, or volleyball team.

- Keep track of your progress. Keeping a log of your activity or using a fitness tracker may help you set goals and stay motivated.

- Make exercise more fun. Try listening to music or watching TV while you exercise. Also, mix things up a little bit – if you stick with just one type of exercise, you might get bored. Try doing a combination of activities.

- Find activities that you can do even when the weather is bad. You can walk in a mall, climb stairs, or work out in a gym even if the weather stops you from exercising outside.



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