

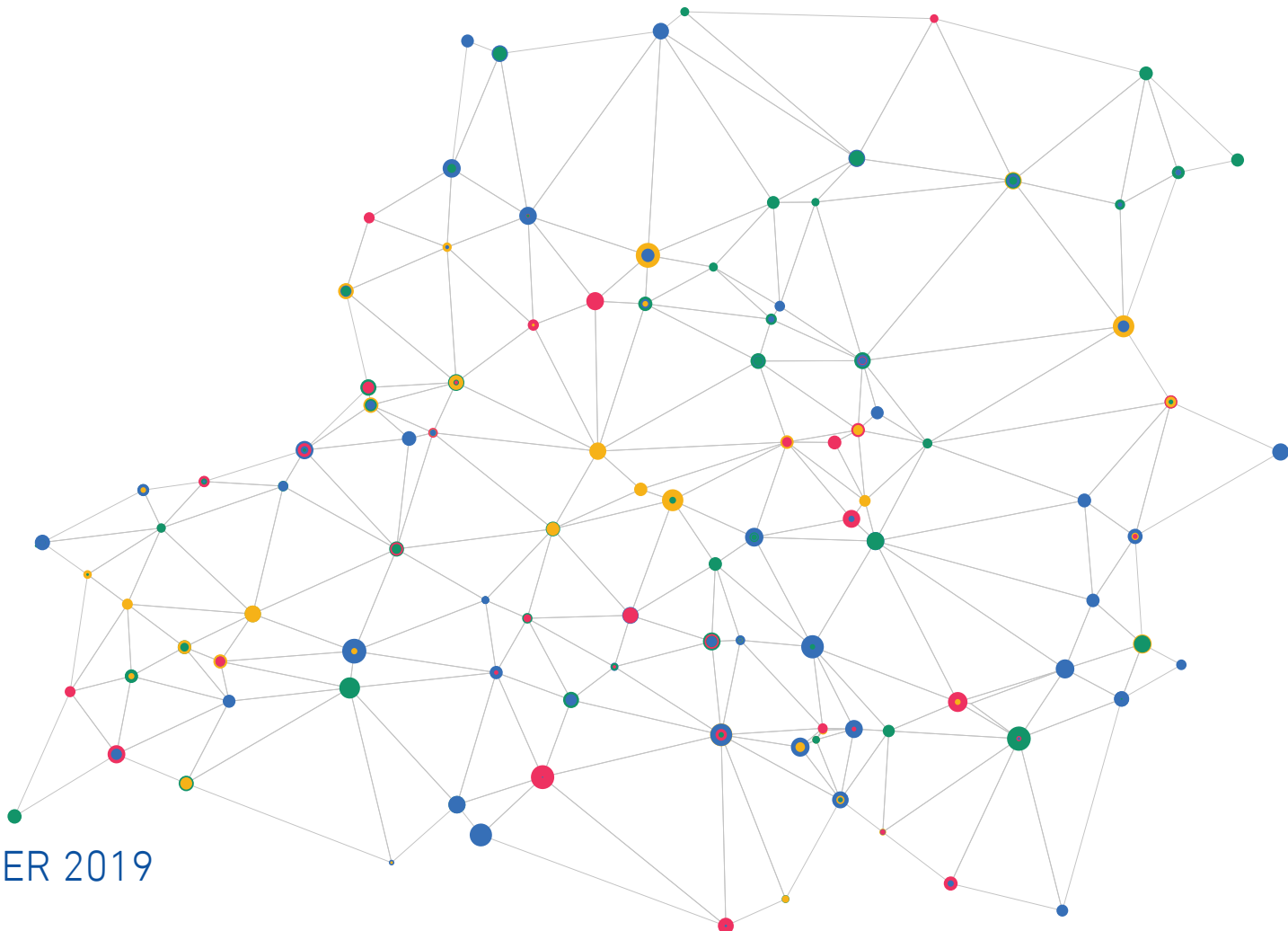


پوهنتون کاردان
KARDAN UNIVERSITY

INSPIRE

THE MONTHLY EMPLOYEE NEWSLETTER

SEVENTH ISSUE



OCTOBER 2019

▶ New Beginning



Mr. Zubair Khan, Program Officer for Master's in International Relations of Kardan University, got engaged on October 27, 2019. We offer our best wishes as he marks the beginning of a new chapter in his life.

▶ Welcoming to the Family



Ms. Marwa Asheeq and Naweed Samari welcome a baby girl, Azra to their family on September 22, 2019. We offer our best wishes to them on this happy occasion. Ms. Marwa will return back to work on November 22, 2019.

🎉 Birthday Wishes

Kardan University wishes a very happy birthday to all of our employees who have celebrated their birthday during the month of October.

- Jowhar Massoudi, Lecturer for Economics 1 Oct
- Abdul Basit Dawlatzai, Lecturer for Economics 4 Oct
- Sohail Ahmad Safi, Lecturer for Diploma Programs 8 Oct
- Mohammad Shahid Shams, Assistant Professor for MBA 9 Oct
- Mirwais Jalil, Information Technology Officer 10 Oct
- Omar Azizi, Cashier 11 Oct
- Mohammad Bilal Samsoor, Thesis Officer 13 Oct
- Dr. Pramod Matolia, Assistant Professor for MBA Program 16 Oct
- Dr. Mohammad Tahir, Assistant Professor for MBA Program 18 Oct
- Rafiullah Shirzad, Lecturer for MBA Program 20 Oct
- Ahmad Fardin Bakhtyari, Lecturer for LLB Program 20 Oct
- Khalilullah Stanikzai, Communication Specialist 27 Oct



Welcoming to the Team!



Kardan University would like to welcome Mr. Hafizullah Mohammadi as Creative Advisor to Chief Operating Officer. Mr. Mohammadi will work on a flexible and part-time basis, further advancing Kardan University's public engagement and creativity objectives.

Currently, he is working as the Director of Kaboora Production, a specialized firm of Moby Group, Afghanistan's largest media company.

Mr. Mohammadi has completed his Bachelor's in Business Administration and MBA from Kardan University. He has also studied at the University of Southern California, specializing in Studio Producing and Directing, Fiction Content and Film Business Producing at the School of Cinematic Arts and Warner Brothers.

He can be contacted via his official email h.mohmmadi@kardan.edu.af or his VOIP. 876.

On behalf of Kardan University's senior management, I welcome him to Kardan University and wish him all the very best in advancing our mission.



Ms. Laila Naseh joins Kardan University as Procurement Officer. She holds a Bachelor's degree in Business Administration from Karwan University. She has experience of procurement working for different organizations in the field of procurement and logistics including USAID.

Prior to joining Kardan University, she has worked as CG&P Assistant with USAID Tetra Tech for almost two years. She will provide support to the Administration Department to facilitate new initiatives, develop procurement policy and procedures, explore learning and development platforms and accordingly suggest modern approaches of procurement to the University as whole, and establish proper mechanism for recording documentation in the relevant department. You can contact her via l.naseh@kardan.edu.af or 857 (VOIP).

Wish her further success on her career with Kardan University!



Mr. Ahmadullah Azizi has joined Kardan University as Cisco Lab Officer, Faculty of Engineering and Technology. Currently, he is pursuing his last semester of Computer Science Program at Kardan University. Mr. Azizi has previously worked as IT Officer and Operations Manager with National Olympic Committee. His official email is a.azizi@kardan.edu.af.



Mr. Shah Jahan Sangeen joins our Communication & Admission Department as Graphic Designer. With a baccalaureate from Khushal Khan high school and attending so many professional trainings in IT,

Graphic Designing, Photography, 3D Animation, and Cinematography. Mr. Sangeen has worked as Graphic Designer, Photographer, Motion Graphic Designer, IT Officer, and Web Designer with several TV Channels and Media Productions such as Zhwandoon TV, 24 TV, Megamind Film Production, Pamir Kabul Film Production.

He has designed several ads for different companies such as MTN which is being casted in Afghanistan and Africa. Working closely with various professional teams and offices, Mr. Sangeen will create and develop designs for website and social media to promote University's profile at the national and international levels. You can reach him via s.sangeen@kardan.edu.af or 0786 333 411. We wish him success ahead.



Mr. Taher Amiri has joined Kardan University as Librarian for Parwane Du Campus. He has completed his bachelor's in Computer Science from Istiqlal Institute of Higher Education. Mr. Tahir carries five years of experience in library management and has previously worked as EFL instructor, translator and administration officer. He can be reached via t.amiri@kardan.edu.af or VOIP No. 842.

We welcome you to Kardan University and wish you best of luck.

Professional Development through LinkedIn



I am glad to share my experience regarding Professional Development through e-Learning via LinkedIn and Udemy.

Since May 2018 I have been learning online in my free time at workplace and home. I have successfully completed and learned 200+ online courses in Leadership, Management, Teamwork, Administration, Data Management, Customer service, HR, Academic Writing and many more. It has been such a gratifying experience that I never let any time go by without learning from these platforms.

Thanks Kardan for providing such a great platform!



Engineer Gul Rahman Receives Certificate of Appreciation from Afghanistan Parliament



Mr. Gul Rahman, Academic Administrator for Bachelor's in Civil Engineering Department, received an Appreciation Certificate from Afghanistan parliament in recognition of his academic achievements and contribution in higher education. He has also officially secured academic ranking as Assistant Professor (پوهنپار).



Kardan University Sponsors T-20 Cricket Matches of Afghanistan Cricket Team

We are pleased to be the official sponsor of Afghanistan T-20 Cricket Matches of Afghanistan Cricket Team versus West Indies in Luck Now, India from November 14-18, 2019. A team of Kardan University comprised of Mohammad Haleem Bahadur, Mohamad Nasir Sabawoon, Nasratullah Rahimi, Faisal Hashemi, Mohammad Mustafa Ayube and Ajmal Nabizada will represent Kardan University in the T-20 Series in Luck Now, India.



Dr. Ahmad Khalid Hatam Selected as Member of International Chartered Institute of Arbitration

Kardan University's leadership congratulates the Dean of Social Sciences, Dr. Ahmad Khalid Hatam, on his selection as a member of the international Chartered Institute of Arbitrators (CI Arb).

With 16,000 members from 133 countries, CI Arb is an international center of excellence for the practice and profession of alternative dispute resolution (ADR). It acts as a global hub for practitioners, policy makers, and academics, supporting the global promotion, facilitation and development of all ADR methods.

Congratulations Dean Hatam!



Stop Doing Low-Value Work

Priscilla Claman

In the past, time management experts would recommend that you divide up your work into A tasks, B tasks, and C tasks. The concept was to do the A tasks first, then the B tasks, then the C tasks, when you can get to them. If priorities changed, you just changed the order of your As, Bs, and Cs. Doing all aspects of a job seemed possible then, if you just followed some basic time management rules.

That kind of thinking ended during the recession of 2007-2009. Between January 2008 and February 2010, 8.8 million jobs were lost. Although the jobs went away, much of the work didn't. Teachers ended up with more children in a classroom; customer service representatives ended up with more phone calls; and managers ended up with more people to manage as teams were consolidated. No matter the job, everyone ended up with a lot more work. And although there have been real gains in productivity since then, the days of A, B, and C tasks are over. Overwhelmed is the new normal.

Therefore, it's actually a matter of professional life or death to get rid of your low-value work – tasks that mean little or nothing to customers or colleagues. Take an active approach. Design a new, do-able job for yourself. Here's when to do it:

When you start a new job, you have a fresh perspective on what has to be done and you can see the low-value work more easily. Take a look at everything on your plate. Propose three-month goals to your manager, getting rid of as many useless tasks as you can.

When more responsibility is added to what you already do, you have an opportunity to restructure your work and present your plan. Offer choices to your manager: "Should I lead this task force considering it will take approximately 20% of my time? Or, should I...?"

When there is a reorganization, you have to be careful not to take on too much. People have a tendency to think they can't say no or they will be the next person laid off. But actually, after a reorganization, the survivors are critical to the organization's future success, so if you offer to restructure your own job, it will typically be perceived positively.

When you have done an amazing job of something and everyone is celebrating, it's a great time to ask for something. Ask for help reducing your low-value work from your company's productivity unit or information technology gurus. And here's how to do it:

Vote it off the island. A smart controller had been producing monthly reports for years that nobody read. He sent around a list of them and asked for votes for the most important three or four. He stopped producing the ones nobody used. Another approach is to ask your clients if you can not do something, just the way retail store clerks now ask people if they really want their receipts. The idea is simply to stop doing something that isn't important, but to check first so that it doesn't get you into trouble.

Automate it. If it's low value, it's easy to automate. Just find a friend in your IT function to help you do it. Whether you are talking about scheduling, acknowledging, or making standard arrangements, there are probably existing applications that you could use. Just figure out what you want to do, and find someone to help you do it.

Write your own rules. Limit what you are going to do and then make sure people know your rules. A professor decided to write personal references only for her advisees or the students in her seminars, and announced the fact to her lecture classes. It saved her hours of time.

Every week, block off the same time for yourself at work. Use the time to figure out how to get rid of your low-value work. Just an hour can make a difference. Pick a time, and stick to it. Close your door, if you have one, or find a conference room. It may take a while before people learn not to interrupt you during that time, but if you are politely persistent, it will work. Or, take the pediatrician approach and hold call-in hours — let people know when you will be available for interruptions of all kinds, and when you will not.

Redesign your own job. It's your job, after all. Make it work for you. And stop doing that low-value work.



Source: Harvard Business Review

Reflections



“No doubt, desire is the key to motivate yourself but it’s commitment and determination to an inexorable pursuit of your goal - a commitment to excellence - that will enable you to achieve success at every step of your career.”—**Muhammad Imran**, Chief Finance Officer