

A professional photograph of a man with dark hair, wearing a dark brown suit jacket, a white dress shirt, and a striped tie. He is looking directly at the camera with a neutral expression. The background is a solid blue color with a faint, light blue network diagram consisting of dots and connecting lines.

INSPIRE

THE MONTHLY EMPLOYEE
NEWSLETTER

APRIL 2020



Birth of a Child



Mr. Sayed Saleem Sadaat and his family welcome a baby boy Numan on March 17, 2020. Best wishes from Kardanians!



Birthday Wishes

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

Jawad Mohammadi	Executive Assitant to Chancellor	April 1
Khawaja Jamshid Seddiqi	Academic Administrator, LLB	April 2
Mohammad Sabaoon Khan	Lecturer for Computer Science	April 2
Sayed Saleem Sadaat	Human Resources Manager	April 5
Beheshta Seerat	Verification Officer	April 9
Eran Karimi	Executive Assistant to Chief Finance Officer	April 10
Sayed Hamed Sadat	Record Officer	April 10
Farkhunda Mihr	, Admission Information Officer	April 11
Muska Telyar	Gender and Alumni Manager	April 11
Rahimullah Rameez	Lecturer for ESP Project	April 12
Fetratullah Nadeem	Teller	April 21
Sediqullah Sahel	Lecturer for Diploma Program	April 22
Abdul Ghaffar	Lecturer for Computer Science	April 25

New Faces of Kardan University!



Jabrail Amin

j.amin@kardan.edu.af

- Over 7 years of experience in communications
- Worked for American Institute of Afghanistan Studies (AIAS), Afghanistan Center at Kabul University (ACKU) & Peace of Mind Afghanistan (PoMA)
- Speaker Liaison for TEDxKabul



Dr. Sarfaraz Karim

s.karim@kardan.edu.af

- PhD Management
- 12+ years teaching, research, customer & community service experience
- 9+ national and international conferences
- 8+ research papers and 2 books published



Sarbajeet Mukherjee

s.mukherjee@kardan.edu.af

- PhD Scholar & MPhil and MA in Political Science
- Peace Ambassador for Pakistan - India Peoples' forum
- Participated in 20+ national and international conferences
- 5 research publications



Ms. Sajida Muhammad Tayyeb

s.tayyeb@kardan.edu.af

- Master Degree in Management, Institute of Management Science Peshawar, Pakistan
- 3 years of experience as Research Assistant & Writer with IMSciences, Center for Excellence in Islamic Finance (CEIF)
- 2 Research publications
- Participated in more than 7 national and international research conferences



Mr. Sayed Najmuddin

s.najmuddin@kardan.edu.af

- Master Degree in Computer Science from National University of Computer and Emerging Science FAST Islamabad
- 4 years of teaching and research experience
- Developed 4 software (andriod and websites)
- Participated in 5 national and international workshops



Mr. Muhammad Tariq Nasery

t.nasery@kardan.edu.af

- MS in Hydrology, Institute of Water Education, Netherlands
- Master's in Urban Infrastructure Engineering, NWFP University of Engineering and Technology, Pakistan
- 10+ years of teaching and professional experience in UNOPS, World Bank and Ministry of Public Works
- Engineering Software's ArcGIS 10.2, HEC-RAS, HEC-HMS, Global Mapper, QGIS 2.14, MudFlow, MIKE11, and AutoCAD



Mr. Noorullah Babakarkhil

Mr. Noorullah Babakarkhil

- BA Journalism, Kabul University
- 7+ years of teaching experience with several universities in Kabul
- News Reporter with Ariana television and Jawan Television



Mr. Zakir Jalaly joined

zjalaly@kardan.edu.af

- MPhil (IR), National University of Modern Languages (NUML) Islamabad
- 5+ years of teaching, research, writing and media

Kardan University's Response to Coronavirus (COVID-19)

The safety and health of Kardan University's community is at the heart of our strategy and our number one priority. Since February, Kardan University's leadership team has been closely monitoring the rapidly evolving circumstances involving COVID-19 and has taken necessary precautionary and preventive measures to protect our community. Our measures include but are not limited to Online Education System, Work-from-Home System, Education and Awareness Programs around COVID-19, Travel and Movement Restrictions, Social Distancing, Disinfecting Kardan University's facilities and offices, Provision of masks, sanitizers and other necessary equipment.



Kardan University's Staff Disinfecting Facilities



Kardan University Staff Testing Temperature at the University Entrance



Kardan University's IT Manager Monitoring Network Infrastructure & IT System



Sayed Hashmat, IT Technician, Installing New Access Points in the Faculty Room



Kardan University's IT Team installing microwave devices to enhance intercampus connectivity

Work-From-Home Policy

1. Introduction

The safety and health of Kardan University's community is at the heart of our strategy and our number one priority. Since February, the Kardan University's leadership team has been closely monitoring the rapidly evolving circumstances involving COVID-19 and has taken necessary precautionary and preventive measures to protect our community. Development of Kardan University's Work-From-Home Policy is one of the fundamental steps to ensure the health and safety of our faculty and staff and ensure advancement of organizational priorities and delivery of essential academic services.

2. Scope

Work-From-Home Policy sets out guidelines for a temporary arrangement that applies to all faculty and select administrative and professional staff of Kardan University. The terms of this policy are contingent on the evolving circumstances and may be extended or modified as per the approval of the university leadership.

3. General Guidelines

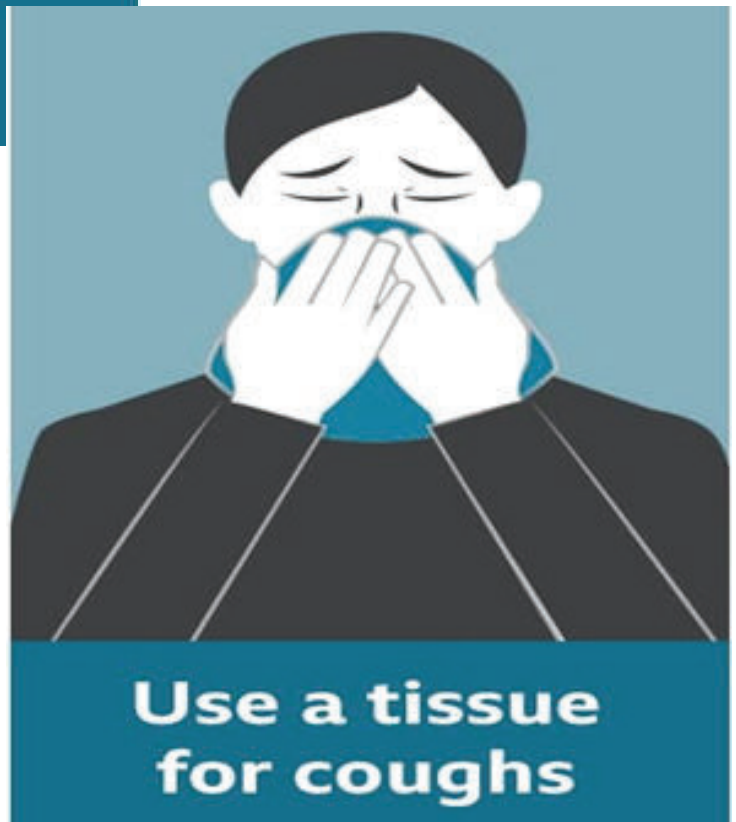
- Home-based work is a voluntary and co-operative agreed to between an employee and the University. Work from home arrangements will be considered on a case-by-case basis.
- Working from home arrangements may be authorized on an ad hoc one-off basis and cannot be considered for an extended period depending on the University's unique operating environment and priorities.

- Staff members undertaking approved homeworking are covered by the same general benefits that apply to staff working on campus.
- Staff undertaking home-based work are required to follow the same processes for notifying of absences (e.g. sick leave) as in normal conditions while working on campus.
- The Supervisor must give consideration to the employee's ability to work at home. The employee must have demonstrated self-motivation, time management and organizational skills as well as the ability to work independently while achieving satisfactory work performance.
- Work from Home arrangement will be made based on the supervisor's approval and in consultation with the Human Resources Manager.
- Staff members are not allowed to take any office equipment including laptop and desktop to home unless they have written authorization from their supervisor.
- Employees are expected to set up a dedicated space for work to ensure their full productivity by focusing on work priorities and minimizing distractions.
- In case the staff member is not able to work from home, they must report their circumstances to their supervisor in writing via email.
- If the employee is unavailable during business hours, they may be subject to disciplinary action including absence and warning as appropriate.



Kardan University's Staff Working from Home

For Your Considerations



Please avoid the following



Throw away used tissues
(then wash hands)



If you don't have a tissue
use your sleeve



Stay at home
no unnecessary journeys
or social contact



Public gatherings of
more than two people are banned -
excluding people you live with



Tips for How to Stay Happy during Turbulent Times COVID-19



By William Park

19th March 2020

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1. Distract yourself

It's easy to run over and over the topic that's stressing us out, whether that's the new coronavirus outbreak, the state of the climate or something else. But stopping people from ruminating on a recent stressful event – by offering a distraction – can lower their blood pressure back to normal levels quicker than offering no distraction.

2. If you meditate, be aware that it might not work for everyone

In times like these, many people might find meditation and mindfulness helpful. But others might not – for precisely the reason above. For some people, practicing stillness might simply invite rumination. It can be difficult not to think about stressful events when trying to clear our minds. This may be why evidence for the benefits of mindfulness and meditation is patchy. For those people, a more compelling distraction than meditation might be required.

3. Reframe the situation

How we interpret our emotions is largely down to how they're framed – in other words, the context. While talking about his 2017 book *Happy*, Derren Brown gives the example of a tennis player going into a match thinking “I must win”. If they set an expectation that winning is everything, if they start to lose, they feel like an abject failure. This is a trap perfectionists tend to fall into, and it's why perfectionists tend to respond with more guilt, shame and anger when they feel they aren't succeeding. They may even be more likely to give up.

The player who goes into a match thinking “I will play the best I can”, however, believes that they are less hurt by losing, so long as they are doing their best. The signs of failure are interpreted differently by both players based on the expectations that they set for themselves.

It's worth thinking about how you can apply this in your daily life: can each moment or day be about doing the best you can in a stressful situation (“I will practice proper hygiene and social distancing”), rather than focusing on an outcome out of your control (“I will not and cannot get sick”)?

That control part is key. Stressful situations are often beyond our control, and we create anxiety and worry when we try to control what we can't. Focusing on what can be controlled, on the other hand, can decrease feelings of anxiety.

4. Don't obsess over being positive or happy

This one may seem counterintuitive: it can be a bad idea to chase positive emotions. Actively pursuing happiness can lead to the reverse effect. For one thing, the more we focus on our own happiness, the less we focus on the happiness of the people around us, which has been shown to contribute to feelings of isolation and disconnection. There is also a link between searching for happiness and feeling that time is slipping away.

And again, if you're focused on an outcome like "I must feel happy", you may feel worse about yourself if you don't succeed – even though it's perfectly natural to have a more difficult time feeling happy in stressful times.

We can improve our mood by focusing on the small things that bring happiness to us each day

5. Focus on the small things

In her book *Ten Minutes to Happiness*, Sandi Mann, a lecturer at the University of Central Lancashire, advocates keeping a daily journal. Her strategy is based on "positive psychology" – a well-established area of psychology that suggests we can improve our mood by focusing on the small things that bring happiness to us each day. Mann says that answering the following six questions, a task that should only take 10 minutes, can help us to find more happiness in life.

1. What experiences, however mundane, gave you pleasure?
2. What praise and feedback did you receive?
3. What were the moments of pure good fortune?
4. What were your achievements, however small?
5. What made you feel grateful?
6. How did you express kindness?

The benefits of keeping a short journal like this are two-fold. When we write, it helps to remind us of the small things that brought us happiness. It also provides us with an archive of everything that has made us happy in the past, which we can reflect on at a later date.



6. Clean up – maybe

Should you find yourself quarantined, take this opportunity to clean your house. "Kondo-ing" your home has been shown to carry many benefits. Clutter makes it harder for us to focus on tasks, so should you find yourself working from home, a quick tidy up might help you to get your jobs done. A messy bedroom has been linked with difficulty sleeping, and messy kitchens with making poor health choices, like reaching for junk food. If you are going to be spending more time in the house, it will be worth your while getting your living spaces in order.

However, de-cluttering is not for everyone. Hoarders use physical objects to reinforce feelings of comfort and security. For those people, tidying up activates the brain's pain-processing regions.

7. Balance your social media consumption.

Social media might appear to be filled with bad news, but for many it is also a key way to stay updated and connected with friends and loved ones. Keeping your phone out of your bedroom, or self-imposing screen-free time, can help you to balance the negativity with the benefits social media brings.

8. Get out of town

If you live in a city, another option might be to leave it behind for a short while – only if you can do so while maintaining safe social distancing and safeguarding your, and others', health.

People in cities suffer from disproportionately high rates of mood disorders. Meanwhile, views of water and blue skies can undo the effects of ill moods. As little as “a 20 to 30% increase in blue space visibility could shift someone from moderate distress into a lower category”, suggests one paper from 2016.

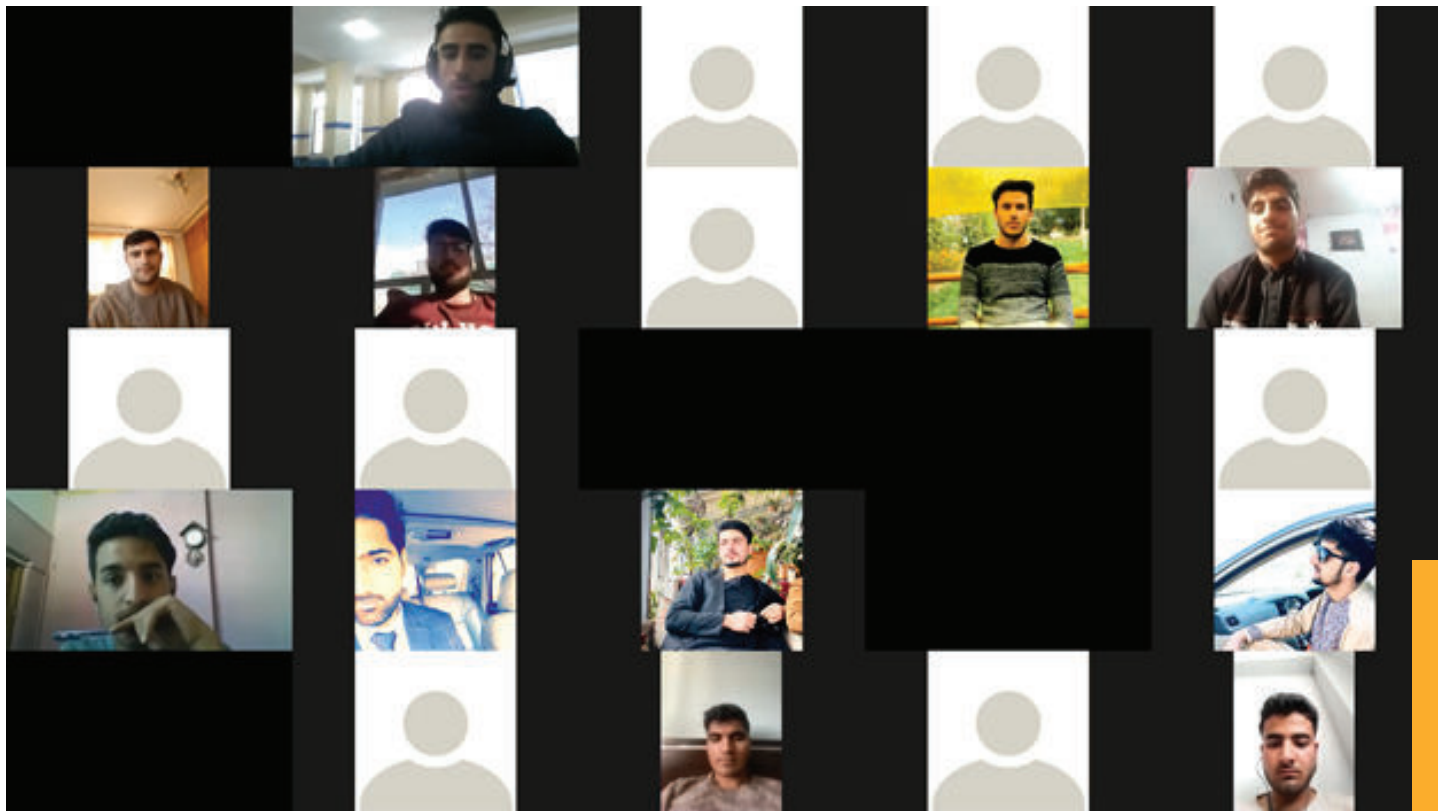
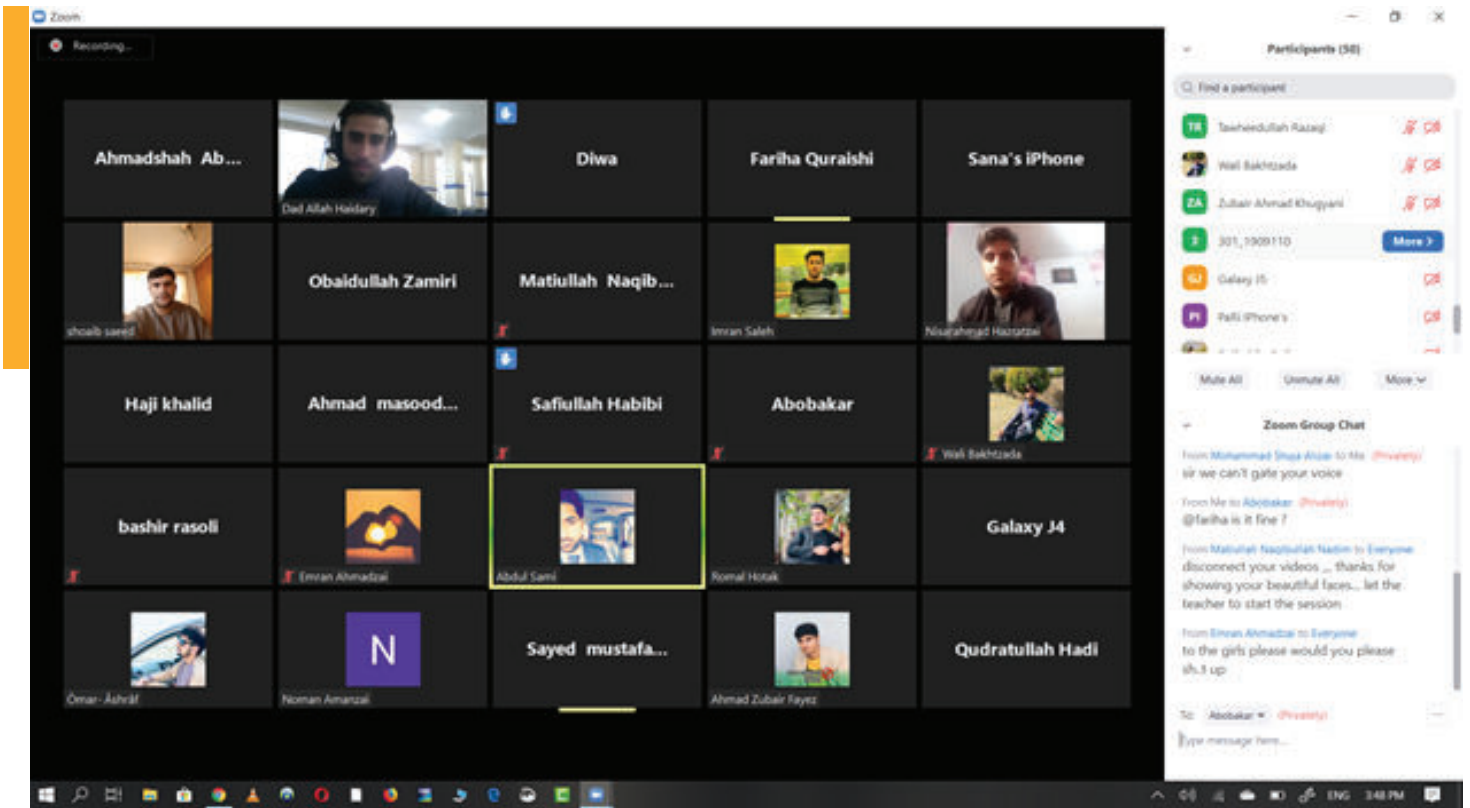
Interestingly, the effect is not seen with green space, so the seaside will be better for you than the country.

So the next time you find yourself worrying about the world, consider taking some of these steps instead of ruminating, refreshing your social media feeds or, perhaps for some, even meditating. Remember: emotions are what we make of them.



Kardan University's Leadership Meeting with Staff, Academic Administrators and Deans Ensuring Preparations for Online Education





Kardan University's Faculty Member Teaching Online Classes



Employee of the Month

Mr. Mohammad Mustafa Ayube

We are pleased to announce Mr. Mohammad Mustafa Ayube as our Employee of the Month for March 2020. Mr. Ayube is an inspiring manager and a committed employee of Kardan University.

Since his promotion as Admission and Communication Manager, Mr. Ayube has significantly contributed to strengthening admission systems and developed marketing and communication plans and strategies that have helped Kardan University's brand recognition and increased student enrollment. He is a true inspiration to his team and the wider community of employees and students.

We congratulate Mr. Mohammad Mustafa Ayube on this achievement and wish him the best of luck on his future endeavors.

Team Spotlight

Kardan University recognizes the extraordinary contribution of the Information Technology Team in developing IT system and network infrastructure. Although small in size, this team has done a wonderful job in developing robust IT system and strong infrastructure to support Kardan University's online education system. This team is truly an inspiration to all.



Kardan University's Information Technology Team

Kardan University's MBA Program Achieves Accreditation through International Accreditation Council for Business Education (IACBE)

Kardan University's MBA Program Achieves Accreditation through International Accreditation Council for Business Education (IACBE)

We are thrilled to share that Kardan University's Master of Business Administration (MBA), the country's first and leading graduate program, has achieved full accreditation status through the International Accreditation Council for Business Education (IACBE) based in Kansas, USA.

Kardan University appreciates efforts and contribution of faculty and staff throughout the accreditation process.

Congratulations Kardanians!

Inspirational Quotes

“Caring for your body, mind, and spirit is your greatest and grandest responsibility. It's about listening to the needs of your soul and then honoring them.”

Kristi Ling, American writer

“The higher your energy level, the more efficient your body. The more efficient your body, the better you feel and the more you will use your talent to produce outstanding results.”

Anthony Robbins

“Beautiful souls are shaped by ugly experiences.”

Matshona Dhliwayo

“As with the butterfly, adversity is necessary to build character in people.”

Joseph B. Wirthlin

“The gem cannot be polished without friction, nor man perfected without trials.”

Chinese Proverb

Reflections

"I consider myself a knowledge and information junkie. I believe Kardan University has been the perfect place for me. I enjoy my job, and I am thriving for growth and development here. I have always inspired my colleagues with the same notion. I have always insisted that self-learning is the new professionalism. Let's all be more professional by focusing on self-learning."—**Qais Mohammadi**, Academic Administrator and Lecturer for Bachelor in Economics Department



**Qais Mohammadi, Academic Administrator for Bachelor's
in Economics Department**