



پوهنتون کاردان  
KARDAN UNIVERSITY

# AHMAD SHARAF SHAMS

EMPLOYEE OF THE MONTH

# INSPIRE

The Monthly Employee Newsletter

52<sup>nd</sup> Issue  
July 2025

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**July 2025**



# Birthday **Wishes**

Kardan University wishes the warmest happy birthdays to the dearest members of our team celebrating their birthdays in **July** and **August** 2025.



Sanatullah Ahmadi



Jamshid Barakzai



Mir Rafi Ahmad Ansari



Mohammad Faisal Noor



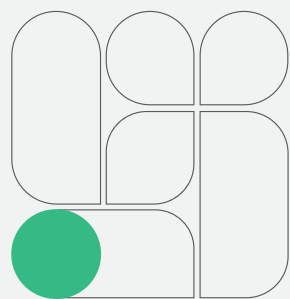
Ahmad Sharaf Shams



Mirwais Shirzad



Matiullah Aryanpor



# Introduction of new **Colleagues**

It is with great pleasure to announce that **Mr. Gul Rahman Abdulrahimzai** has joined Kardan University as the Dean, Faculty of Engineering. Mr. Abdulrahimzai is currently pursuing Ph.D. in Russia and holds a Master of Science in Construction Engineering from Peter the Great St. Petersburg Polytechnic University. With a strong academic background and leadership potential, he is well-positioned to lead the faculty towards greater academic excellence. We warmly welcome Mr. Abdulrahimzai to the Kardan Family and wish him continued success in this new role. You can reach out to him via email at [grahman@kardan.edu.af](mailto:grahman@kardan.edu.af) or through VoIP 825.



We are pleased to announce that **Mr. Ansarullah Khishkai** has joined Kardan University as Liaison Officer (MoHE).

Mr. Khishkai holds a Ph.D. in Management from Mangalore University, India, and brings with him years of experience in the academic sector. His expertise in academic affairs and liaison responsibilities will play a vital role in strengthening our engagement with regulatory bodies. Please join us in welcoming Mr. Khishkai to the Kardan Family and wishing him the very best in this new endeavor. You can reach out to him via email at [a.khishkai@kardan.edu.af](mailto:a.khishkai@kardan.edu.af)



It is with great pleasure to announce that **Mr. Naeemullah Amani** has joined Kardan University as Academic Administrator for the MBA and MIR programs.

Mr. Amani got his MBA from City University of Science and Information Technology, Peshawar, Pakistan. He brings valuable experience from various private organizations and academic institutions. His commitment to academic excellence and administrative efficiency makes him a valuable addition to our team. Please extend a warm welcome to Mr. Amani as he embarks on this exciting new chapter with us. You can reach out to him via email at [n.amani@kardan.edu.af](mailto:n.amani@kardan.edu.af) or through VoIP 828.

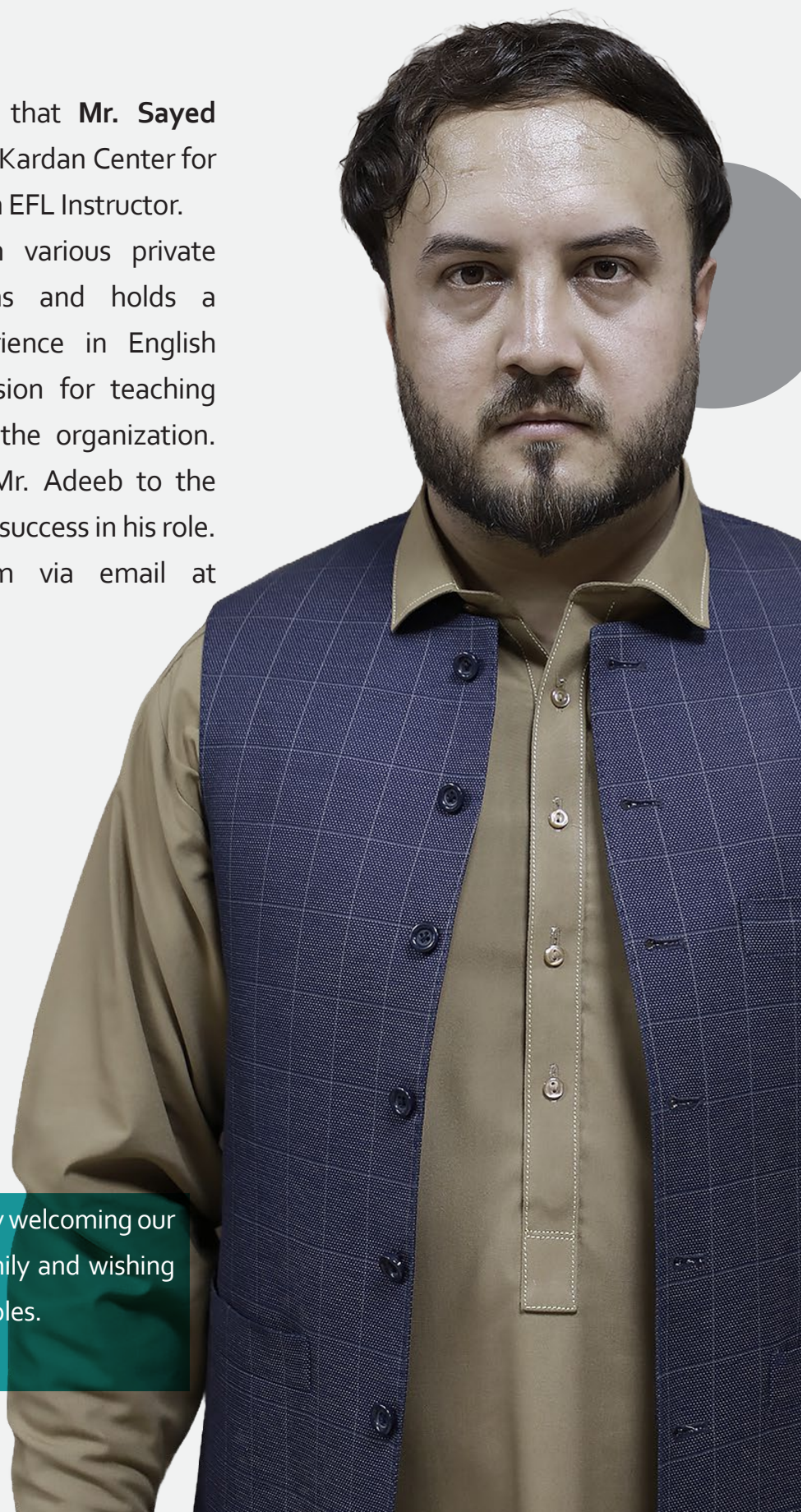


We are pleased to announce that **Mr. Saeed Agha Ahmadzai** has joined Kardan University as Academic Administrator for the BBA Department. Mr. Ahmadzai holds a Master's degree in Business Administration from the Institute of Management Sciences, Peshawar, Pakistan. With a rich background working in several private universities and organizations, his experience and dedication to academic operations will greatly benefit the BBA department. We welcome Mr. Ahmadzai to the Kardan Family and look forward to his contributions. You can reach out to him via email at [s.ahmadzai@kardan.edu.af](mailto:s.ahmadzai@kardan.edu.af) or through VoIP 829.



We are thrilled to announce that **Mr. Sayed Mohammad Adeeb** has joined Kardan Center for Professional Development as an EFL Instructor. Mr. Adeeb has worked with various private universities and organizations and holds a bachelor's degree. His experience in English language instruction and passion for teaching make him a strong asset to the organization. Please join us in welcoming Mr. Adeeb to the Kardan Family and wishing him success in his role. You can reach out to him via email at [s.adeeb@kardan.edu.af](mailto:s.adeeb@kardan.edu.af).

Once again, please join us in warmly welcoming our new colleagues to the Kardan Family and wishing them the best of luck in their new roles.





# Employee of the Month

**Mr. Ahmad Sharaf Shams**

We are delighted to announce that **Mr. Ahmad Sharaf Shams**, Record Manager at Kardan University, has been selected as our Employee of the Month!

Mr. Shams has consistently demonstrated outstanding dedication, professionalism, and initiative in his role. Over the past three months, he has led impactful training sessions for the Registrar's Office team, significantly enhancing their capacity and operational efficiency.

He also took the initiative to review and refine key departmental policies, ensuring they align with best practices and institutional standards. Furthermore, Mr. Shams streamlined communication with applicants and alumni—resulting in faster, clearer, and more effective engagement.

His meticulous contributions to the preparation of the Registrar's Office Annual Report reflect his commitment to accuracy, coordination, and excellence. Mr. Shams' work has not only elevated departmental performance but has also had a lasting positive impact on university-wide operations.

Please join us in congratulating Mr. Ahmad Sharaf Shams for his exceptional performance and well-deserved recognition as Employee of the Month!



# Wedding Parties



**Ali Azizi, Teller**



# New Baby Born



**Malala**

**Daughter of Mr. Maiwand Niazy, Scholarships &  
Financial Aid Officer**



# Promotion

We are pleased to announce the promotion of **Mr. Basir Ahmad Safi** from Intern to the position of Admissions Officer at Kardan University. Mr. Safi has consistently demonstrated dedication, professionalism, and a strong commitment to his responsibilities during his internship period. His positive attitude, willingness to learn, and contributions to the admissions team have made him a standout performer.

This well-deserved promotion reflects our confidence in his abilities and potential to add even greater value to our university community. Please join us in congratulating Mr. Safi on this important career milestone and in welcoming him officially to the Kardan family in his new role. We look forward to his continued success and contributions in the Admissions Department.







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Prophet (SAW) said:

**“The best among you (Muslims) are those  
who learn the Quran and teach it.”**

[Bukhari].



# Achievements



# Muhammad Tahir

Assistant Professor, Faculty of Computer Science

Kardan University's Department of Research and Development (DRD) is pleased to announce the publication of a research paper by Mr. Muhammad Tahir, Assistant Professor in the Faculty of Computer Science, in the prestigious international journal International Journal of Intelligent Systems (Scopus and Web of Science indexed).

We extend our sincere congratulations to Mr. Tahir on this outstanding achievement and wish him continued success in his future endeavors.

The research paper is available at:

<https://doi.org/10.1155/int/3164952>



# Muhammad Sabaoon Khan

Assistant Professor, Faculty of Engineering

Kardan University's Department of Research and Development (DRD) is pleased to announce the publication of a research paper by Mr. Muhammad Sabaoon Khan, Assistant Professor, Department of Civil Engineering, in the prestigious international journal Scientific Reports (SCOPUS/SCEI-indexed). We congratulate Mr. Muhammad Sabaoon Khan on his achievement and wish him more success in his future endeavors.

The research paper can be accessed at

<https://shorturl.at/vnVY8>







# Zabihullah Dalil Shinwari

Assistant Professor, Faculty of Engineering

Kardan University's Department of Research and Development (DRD) is pleased to announce the publication of a research paper by Mr. Zabihullah Dalil Shinwari, Assistant Professor in the Department of Civil Engineering, in the prestigious international journal Engineered Science (SCOPUS Q1).

We extend our heartfelt congratulations to Mr. Shinwari on this remarkable achievement and wish him continued success in his future endeavors.

The research paper is available at:

<http://dx.doi.org/10.30919/es1513>

# University **News**



# برگزاری کانکور عمومی

پوهنتون کاردان، امتحان کانکور خزانې در برنامه‌های مختلف تحصیلی خویش را با اشتراک صدها تن متقاضی برگزار کرد. این امتحان، با حضور هیئت نظارت وزارت تحصیلات عالی و پوهنتون کاردان برگزار شد.

قابل یادآوریست که امتحان کانکور متفرقه به تاریخ ۱۷ اسد سال جاری (۸ آگست) برگزار می‌شود.



# Empowering Excellence in Teaching and Learning: A Training Session on Teaching & Learning Policy

The Faculty Development Center (FDC) at Kardan University successfully conducted a comprehensive training session on Kardan University's Teaching and Learning Policy. The purpose of the session was to promote academic excellence and inspiring a culture of professional academic growth across all faculties. The session was presented by Mr. Khawaja Jamshid Siddiqi, Voice Chancellor in academic affairs, who shared valuable insights on integrating the university's strategic vision into innovative teaching practices.

The training addressed the core components of the policy, including expectations for meticulous class preparedness, the use of updated and outcomes-focused course outlines, effective integration of educational technology, strategic student attendance management, and ten other related issues. Kardan University continues to demonstrate its commitment to cultivating academic excellence, fostering innovation, and inspiring educators to create a positive, inclusive, and learner-centered environment.





## Effective Job Interview Strategies for Career Success

The Student Success Center in collaboration with the BPS Department at Kardan University organized a one-day training on “Effective Job Interview Strategies for Career Success”, delivered by Mr. Mujahid Ibrahim, Lecturer at the department.

The purpose of this training was to teach participants the essential skills on how to pass a job interview successfully. The participants learned about pre- and post-interview tips, common interview questions and effective ways to answer them, various types of interviews, and the advantages and disadvantages of each type.

Kardan University recognizes such sessions as an opportunity to enhance students' employability and equip them with the tools needed to navigate the competitive job market confidently.



# A Training on Problem Solving and Decision-Making skills

On June 24, 2025, the HR Department of Kardan University organized a training session on Problem Solving and Decision-Making skills for university administration staff.

The objective of the training was to enhance the decision-making and problem-solving capabilities of the participants. The session focused on Definition and understanding of Problems and Problem Solving, Understanding Decision and Decision Making, The Decision-Making Process, Styles and Models of Decision Making, and Common Traps in Decision Making

Dr. Fayaz explained these concepts with real-life examples and encouraged active participation.

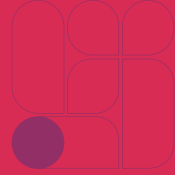




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رَبَّنَا وَلَا تُحَمِّلْنَا مَا لَا طَاقَةَ لَنَا بِهِ

پروردگارا! آنچه طاقت تحمل آن را  
نداریم، بر ما مقرر مدار!



# Time to Read

## How to Get Motivated at Work?

While being motivated can help you be successful at work, it's not always easy to find or maintain it. Feeling unmotivated from time to time is normal in any professional career. Knowing what tactics and methods to use to regain your motivation can help you get back to feeling positive and driven to accomplish tasks. In this article, we will discuss types of motivation, why it is important and ways you can gain motivation at work.





## Positive vs. Negative Motivation

The two main types of motivation are positive and negative. Positive motivation helps you to focus on positive outcomes that result from accomplishing a task or achieving a particular goal. Here are a few examples of statements you might think or say when you have positive motivation:

- Completing this task at work will help me earn a promotion.
- Joining this workshop will help me develop important technical skills in my industry.

On the other hand, negative motivation focuses on adverse outcomes that might occur if you make a mistake or don't complete a certain task or goal. Here are a few examples of statements you might think or say when you have negative motivation:

- If my presentation is not well received, it could affect my chance at a promotion.
- If I don't finish this task, my colleagues will be frustrated with me.

When you're thinking about negative outcomes, you often start to dread the tasks associated with it. While both types of motivation effectively drive you to complete tasks, positive motivation is energizing and inspirational. Negative motivation can cause fatigue and is not typically effective for long-term career growth. For example, you could reposition the first negative statement above by saying, **"If my presentation is well received, it could make my case for a promotion stronger."**

## Setting Goals

To have positive, sustainable motivation, it's important to deeply understand your end goals. Motivation can be useful for many situations, whether you're trying to complete your education, looking to change careers or working toward developing certain skills. Goals give you direction and allow you to focus on what steps you need to take to achieve them. If you're unsure what steps you need to take to achieve your goal, look for resources that explain the experience, credentials, skills or other attributes that can help you meet that milestone. For example, if you're working on completing your education, meet with a counselor to outline the coursework you will need to earn your degree. If you're looking for a new career, conduct informational interviews with people who work in that field to find out how they got to where they are now.

No matter what your end goal may be, setting smaller, achievable milestones throughout the process will help you stay motivated and positive about your progress. When setting goals, sharing them with trusted mentors, friends or colleagues may help you stay focused and be accountable to yourself. You may also consider writing your goals down and posting them in an obvious place as a consistent reminder. Tracking your progress can help to maintain the motivation that inspired you to accomplish those goals in the first place.

## Understand that Motivation Can Come and Go

As human beings, we can't constantly perform at a peak level. Motivation levels can vary as we face challenges, deal with unexpected situations and care for our emotional and physical health. It is normal to experience shifts in your motivation levels as you move through life. Experiencing disappointment, for example, can make it challenging to feel motivated. If your goal is to work in a new industry and you were passed over for a job, you may find that your motivation declines, at least for a short time. Practicing self-care and focusing on your needs can help you overcome those feelings. When you're ready, you can start implementing the motivational tips above to put more energy toward your goal.

## Put in the Work

One of the best ways to gain motivation is by investing time and energy. For example, if you're trying to motivate yourself to finish your education, you'll have to study, attend class and complete assignments on time. As you keep working towards a goal, you'll often find motivation in completing these milestones.

## Develop your Motivational Practices

It can be helpful to develop unique motivators that work best for you when approaching a deadline, presentation or another challenging task. For example, when you're interviewing for a new job, your motivational practices might include reviewing your resume, going through common interview questions or practicing your nonverbal communication in front of a mirror. Here are some other ideas that might work for you:

- Listening to a motivational podcast.
- Reviewing how your goals' positive outcomes would add value to your life.
- Connecting with people who share your goals or make you feel comfortable or inspired.
- Practicing confident non-verbal communication, such as standing up straight with your chin up and hands by your side.
- Telling yourself that the task, project or challenge will result in positive outcomes.
- Doing stretches or light exercises.

## Reward yourself

Most goals aren't met overnight, so maintaining motivation is often a challenge when working toward long-term goals. After you set goals and put in work, it's important to reward yourself as you surpass key milestones. For example, if you achieved a weekly goal, reward yourself by taking a walk, reading a book or watching an episode of your favorite show. Small rewards throughout the process can help you sustain motivation. This strategy also gives you something to look forward to, even if you're not feeling particularly motivated to take on the task at hand. Whether you're finishing school or continuing to develop your career, practicing motivation can help you find success. Be sure to use the resources and tools available to you, including setting SMART goals, rewarding yourself and identifying what helps you feel motivated positively.



## Enhancing Records & Credentialing: Policy Revisions and Staff Training Overview

The Registrar's Office has recently embarked on a comprehensive policy review and enhancement initiative applicable to the Records, Verification & Credential Departments. This involved a full-scale evaluation of existing procedures and drafting of updated policy documents. The process included iterative legal and compliance reviews to ensure that the policies are aligned with institutional goals and regulatory standards. The revised policies now clearly define responsibilities, streamline workflows, and establish coherent guidelines for all verification, credentialing, and record-keeping processes. Following the policy revisions, they launched an internal training program tailored for the Registrar's Office staff. This program encompassed interactive sessions, hands-on practice modules, and scenario-based discussions, designed to promote the consistent implementation of the new guidelines. Members were encouraged to engage in peer reviews and feedback sessions to reinforce learning. This structured training approach has equipped the Registrar's team with the clarity and tools necessary to maintain high standards in academic record management and credential verification.



# Group Photos







## Celebrating the Second **Winner of the Umrah Lottery Program**

Following the successful launch of the Umrah Lottery Program, we are pleased to announce the winner of the second draw.

Congratulations to Mr. Mohammad Anwar Wardak, who has been selected to perform Umrah as part of this meaningful initiative. This program reflects the University's ongoing commitment to supporting the spiritual growth of its employees.

Mr. Wardak will soon embark on this blessed journey, and we extend our warmest wishes for a safe, fulfilling, and spiritually enriching experience.

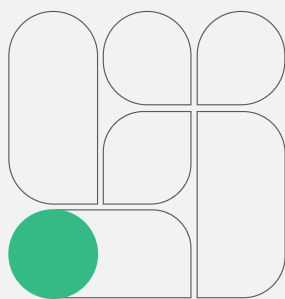




## Khatmul Quran Ceremony

On June 26, 2025, Kardan University organized a heartfelt Khatmul Quran ceremony at the university residence to honor Dr. Kalimullah on the blessed occasion of his return from Hajj. Faculty and staff gathered in a spirit of unity, faith, and celebration.

The event began with the recitation and completion of the Holy Quran, followed by a warm atmosphere of reflection, prayer, and gathering. This special gathering not only celebrated Dr. Kalimullah's accomplishment but also reflected Kardan University's commitment to upholding religious and cultural values within its academic community.



# Birthday Parties



The HR department at Kardan University is thrilled to celebrate the collective birthdays of our staff and faculty members. This joyous occasion serves as a testament to the vibrant community we have cultivated within our institution. This celebration reflects our gratitude for the dedication and hard work exhibited by our staff. May this birthday gathering be filled with laughter, camaraderie, and fond memories as we honor and appreciate the wonderful individuals who play an integral role in the success of Kardan University.





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The most helpful thing in purifying  
the intellect is education.

Ali Ibn Abi Talib (R.A)





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Send your individual, group, or department photo to  
[hr@kardan.edu.af](mailto:hr@kardan.edu.af) and be featured in our next issue of the  
Employee Newsletter. Visit our homepage  
[www.kardan.edu.af/careers](http://www.kardan.edu.af/careers)