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ASU
جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY



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MESSAGE FROM THE PRESIDENT

Welcome to the 44th issue of the 3rd year of the President's News Digest.

In this issue of the News Digest, I will address the subject of standard 5 and standard 6 as described in the “**BQA Framework for Cycle 2: Institutional Reviews**” which is entitled “Student Support Services” and “Human Resources Management”



Standard 5 – Student Support Services

The institution has an efficient and effective student administration and academic support services.

Indicator 20 - Student Support

The institution provides efficient and effective student administration and academic support services, and encourages the personal development of students.

What is expected of a HEI operating in Bahrain:

1. There is a range of effective student support services, e.g. counseling, health and welfare, careers.
2. Reasonable adjustments are made for students with special needs including academic support where appropriate and these are regularly monitored and reviewed.
3. Students are advised accurately and in a timely manner of relevant administrative information, in particular information about their enrolment and grades.
4. The institution provides opportunities for students to engage in wider social, recreational, community and cultural pursuits aimed at developing students as individuals.
5. The institution monitors student satisfaction with student administration and support services and takes action to improve these services.

- The institution has an effective mechanism to identify and support students at risk of academic failure.
- There is an effective learning environment that supports students in their academic studies, such as academic advising and tutorial support.

Standard 6 – Human Resources Management

The institution has appropriate human resource policies and procedures including staff development in place that demonstrably support and enhance the various operational activities of the institution.

Indicator 21 - Human Resources

The institution employs human resources that are sufficient in number and appropriately qualified to achieve the mission and to provide good quality higher education.

What is expected of a HEI operating in Bahrain:

- The institution has developed and implemented a human resource strategy that enables it to fulfil its mission, deliver quality higher education provision and which includes recruitment, retention, promotion and performance management policies and procedures.
- The institution keeps up-to-date records of staff qualifications and experience that show it has a core of full- and part-time academic staff appropriate to its programme qualification mix.
- There are implemented induction processes for all new staff whether full- or part-time.
- There is an implemented workload allocation system for academic staff that allows time for research, scholarship and other activities to ensure staff knowledge remains current and which is in line with international good practice.
- There is a systematic and fair process for the investigation of complaints and grievances by staff.
- Staff satisfaction and exit surveys are conducted with the results being analysed and improvements made.

Indicator 22 - Staff Development

INTERVIEW OF THE WEEK

We would like to feature the interview this week with:



Name: Mohammed Imam

Position: Office Boy

1. Tell us about yourself: (Your childhood, academic background)

I was born in Noakhali District Bangladesh. I studied in Khilpara M.L High School. I then obtained my Diploma in Business Administration from Chatkhil Panchgaon Mahbub Govt. College. I was good in Math and Accounting.

2. Tell us about your job at ASU

I work as an Office Boy in the President's Office and the VP Office. I basically take care of the clock tower offices and meetings with regard making sure that service is delivered.

I perform various administrative duties, such as serving beverages to the guests or staff, handling files and papers, disseminating mail and coordinating the maintenance of the President's office.

3. Tell us about your aspirations for the University

I see ASU a big university with more programmes and branches.

The institution has a systematic approach to staff development and provides opportunities for all staff to remain up-to-date in their areas of teaching, research and administration.

What is expected of a HEI operating in Bahrain:

1. There are implemented policies and procedures for staff development and an institution-wide approach to the identification of staff development needs.
2. There is an effective institution-wide staff performance management plan and processes, including processes for annual evaluation and feedback on the performance of individual staff members and the identification of staff development needs.
3. The institution has appropriate staff development programmes that include training in the National Qualification Framework. The provision of staff development opportunities is monitored and evaluated.
4. The effectiveness of staff development programmes is evaluated by participants and there is evidence of the outcomes of such evaluations being implemented.

QUOTE OF THE WEEK

Don't just aspire to make a living. Aspire to make a difference.

Denzel Washington.



4. What do you enjoy most about your job?

I am grateful to the love, respect and support received from the President, Ms Ayat & yourself.

5. Tell us about your hobbies

I like to play Cricket and football.

6. Tell us about your favourite food

My favourite food is rice.

7. Tell us about the book you are reading now

I read every day the Holy Quran.

8. Final words

I wish good luck to the University and to all staff.