



جامعة قطر
QATAR UNIVERSITY



ADMINISTRATIVE NEWSLETTER

ISSUE No. 6



NEWSLETTER CONTENT



Welcome Message	3
Appointments	4
News & Events	5
New Services	14
Under the Spotlight	15
Beyond the Title	15
A Story of a Department	16
Appreciation	18
Contributors	19



VP WELCOME MESSAGE

Welcome from the Vice President for Administrative Affairs

Dear Colleagues,

As we arrive at the end of the academic year 2013 – 2014, I am pleased to offer my thanks for all the efficient and hardworking efforts that were contributed toward achieving QU's vision and ongoing projects. All members and departments have affirmed they are keen to fulfill their duties in a complete and professional way, thereby support QU's progress, and leading to our ongoing successes.

Our achievements are a source of pride for past and future generations. During this year, we have experienced many successful projects and guidelines that address the development of a scientific community, both in a professional and academic capacity. Events such as QU's hosting of the "Distance Learning 14th Conference", which provides the up-to-date methods of learning, and the Virtual Reality Cube, as part of QU's plan, aim to expand methods of modern education techniques. Given this progress, it is my pleasure to shed light on the importance of staff training courses (and participation therein), as well as the introduction of new staff, which all contribute to the development of QU's scope of work.

We are heading toward the future, taking into consideration the current challenges that we might face. Therefore, identifying key concepts is our goal, and should be held in line with our institutional and international objectives. To conclude, I offer my thanks and appreciation to all QU members and staff for their hard work, and I wish all success to our new members.



■ Dr. Homaid Abdulla Al-Madfa
Vice President for Administrative Affairs

Dr. Homaid Abdulla Al-Madfa

APPOINTMENTS

Meet QU's newest members and most recent appointees, and discover what they do.

The Information Technology Services Department is pleased to welcome the following appointments:



The appointment of Mr. Arif Khan as the Change Manager / Capacity Manager, effective from September 1st, 2013.

Mr. Khan earned a Bachelor's degree in Computer Science followed by an MBA degree. He has achieved the following certifications: Certified Service Desk Manager, Certified Information Systems Security Professional (CISSP), ITIL v3 Foundations, ITIL v3. Service Operations, ITIL v3. Service Design, ITIL v3. Service Transition, ITIL v3. Service Strategy & Project Management Professional (PMP) Certified Information Systems Security Professional (CISSP). Mr. Khan is responsible for IT/ITIL Change Management, Service Transition/Change Evaluation. He is looking after the Chair Weekly Change Advisory Board Meetings, Interface with Incident & Problem Management, Regular RFC review/logging/tracking. Manage Forward Schedule of Changes, Post Change Implementation Reporting & Analytics. Designated project manager (PM) for Deployment of a Service Management tool "Service Manager" at several administrative units across QU campus.

Mr. Arif Khan Can be reached at
Tel: 4403-3429
Email: arif@qu.edu.qa



The appointment of Ms. Dana Matar Al-Naimi as the Section Head of Portal & Web Technologies, effective April 29th, 2014.

Ms. Al-Naimi is a seasoned web developer who graduated from Qatar University in 2001. She has twelve years of experience in the creation and deployment of web based solutions, with qualifications including a Bachelor in computer science and detailed knowledge of networking and web technologies. She has been involved in numerous university projects, such as the Alserdal Project, Rawafed Project, Wajbati Project, SharePoint Project and many more projects related to ITS-Qatar University.

Ms. Al-Naimi can be reached at:
Tel: 44033439
Email: dalnaimi@qu.edu.qa



The appointment of Mr. Aamir Shaikh as the Section Head of Application and Database Administration, effective December 1st, 2013

Mr. Shaikh joined Qatar University as a Senior Application and Database Administrator at the ITS Department in 2009. During his time at QU, he played a pivotal role during ERP R12 implementation and the Banner ERP upgrades in 2011-13. He has built his career working as an Oracle Technologist on projects for many multinational organizations, such as Cisco Systems, Sony, EMCS VAI0, Symantec, OXXO, VeriFone, GE Medical Systems & GE Aircraft Engines. Applications Database Administrator, Unix Administrator, Technical Architect and Technical Manager are a few of the many roles that Mr. Shaikh has contributed towards since 2002. His primary areas of expertise include Database and ERP applications implementations, administration, maintenance, upgrades, platform migrations, security & infrastructure design. Aamir Shaikh has a Computer Science Degree; he is a certified expert Apps DBA and a PRINCE2 certified professional.

Mr. Aamir Shaikh Cn be reach at
Tel : 4403 3418
Email : aamir@qu.edu.qa

The Administrative Services Department is pleased to announce the following appointment:



The appointment of Mr. Asad Nafees as the Section Head of Business Technical Support Services, effective May 1st, 2014.

Mr. Nafees, an alumnus of one of the world's best technology schools; the University of Waterloo, Canada, has joined the Administrative Services Department to help consult, advise, review and evaluate (C.A.R.E.) technical projects for the university administration in support of the university's vision and mission. He joins ASD after contributing his services to the Information Technology Services Department as the head of the portal and web technologies section since 2008. Mr. Nafees' previous engagements include working with the King Fahd University of Petroleum & Minerals, one of the most prestigious institutions of higher education in the Kingdom of Saudi Arabia.

Mr. Asad M. Nafees Cn be reach at
Tel : 4403 3430
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NEWS & EVENTS

The latest administrative developments and events for the QU community

QU Launches the Virtual Reality Cube



On 8 June 2014, QU launched (the Virtual Reality Cube) at the auditorium of the New Library Building. The event was honored by QU President Prof. Sheikha Al-Misnad, Director of the SEC Education Institute Mrs. Fawziya Al-Khater, and Dr. Hissa Sadiq, Dean of the College of Education, as well as other colleges' deans and administrators.



Prof. Sheikha Al-Misnad welcomed the launching event for (the Virtual Reality "CUBE") which aims to provide excellent educational services to students and faculty. Dr. Khalid Naji, Associate Vice President for University Facilities and Information Technology, said "We hope for this Virtual Reality Cube to be an active ingredient in the near future for formatting and writing the materials for students. QU always seeks perfection."



"At the present time, there are many techniques, including three-dimensional Display Technology, in the educational process. Studies have proven the efficiency of these techniques in improving the level of student attention up to 92%, thereby increasing academic achievement proportionately by 35%, which contributes and enables the student to understand the scientific material in a clear manner. Qatar University always wants the best for its students, who represent the generations of the present and the future." stated Dr. Hissa Sadiq, Dean of the College of Education.



NEWS & EVENTS

The latest administrative developments and events for the QU community

The Declaration of the Arab HEUG Chapter



Qatar University participated during the second half of March 2014 in the HEUG International Conference, which was held in Las Vegas, Nevada in the United States. Qatar University hosted a conference on the same last fall, with wide participation from several Arab and Gulf Countries, and during which an official request was submitted for the formal declaration of an Arab HEUG Chapter.

The Conference, under the title "Alliance 2014", aimed to discuss and exchange experiences and practices in the field of Oracle applications at academic institutions worldwide. It also aimed to maintain a high-profile network among experts and scholars who endeavor to develop the systems responsible for managing those applications. Attendees included more than 4000 participants from various US and world universities.

Fourteen participants from Qatar University participated in the event, representing different departments and units including ITS, Financial Affairs, HR, Procurement, and Administrative Affairs; all lead by the Associate VP for facilities and IT, Dr. Khalid Naji commended the conference and stressed the importance attendance, as it was of great benefit to QU in helping it become a leading Arab University in this field.

Qatar University is always keen to attract the best scholars and experts in this vital and crucial area, which enables it to manage its institutional resources and Oracle applications based on global best practices. Over the past seven years, Qatar University has invested more than QR 30 million to develop the IT systems of its main resources, including financial functions, HR, procurement, its academic sector, services, and most recently, research.

The HEUG Arab Chapter has been established and will be chaired by Associate Dean for Registration Dr. Abdul Aziz Al Fehaid from Dammam University, and Dr. Khalid Kamal Naji as Vice-Chair from Qatar University. In a meeting scheduled for April 2015, the second conference will be discussed, which is expected to take place at a Gulf university next fall.

Dr. Naji called upon local, Gulf, and Arab universities to join the Chapter in order to benefit from the many workshops that it will be conducting to develop and enhance the administrative functionality in the universities, especially after adoption of the Chapter's terms of association later this year.

The HEUG Arab Chapter was declared by HEUG Chair Mr. Steve Han and his Deputy Lew Conner, during the last day of the Conference (Alliance 2014) at Las Vegas, Nevada, USA. Mr. Han pledged to support the Arab Chapter's efforts to promote Oracle applications at Arab universities.



NEWS & EVENTS

The latest administrative developments and events for the QU community

The 14th Distance Learning Conference



On May 5 to 6, 2014, QU hosted a two-day Distance Learning Conference, which was presented by official committee members in GCC universities and institutions of higher education. The committee was welcomed by QU President Prof. Sheikha Al-Misnad, Dr. Homaid Al-Madfa – Vice President for Administrative Affairs, Dr. Mazen Hasna – Vice President of the Academic Affairs, and Dr. Khalid Naji – Associate Vice President for University Facilities & Information Technology.

At the beginning, Dr. Khalid Naji explained the QU experience and progress plan in the field of Distance Learning, E-learning and Information Technology, as well as its application for the College of Engineering. The members visited the Virtual Reality Cube located at the College of Education's Teacher Education and Training Center, and the College of Engineering demonstrated how to integrate mobile devices in high-level education. Dr. Basyouny Nehela overviewed the proposed digital materials for 2013-2014 courses on Islamic culture.

The meeting concluded with an open discussion and recommendations. Members offered thanks and appreciation to Prof. Sheikha Al-Misnad and Dr. Khalid Naji for their good hospitality.



NEWS & EVENTS

The latest administrative developments and events for the QU community

“Admin Day”



Under the patronage of Vice President of Administrative Affairs, Dr. Homaid Al-Madfa, the Administrative Services Department organized the first annual "Admin Day" event, which was held on June 4th, 2014 in the Ritz Carlton Hotel's "Al-Mukhtasar Hall". The event is an initiative to thank the employees of the following departments: Housing, Human Resources, Administrative Services, Procurement, Finance, Business Operations, and Information Technology Services. Its aims to celebrate the end of the 2013–2014 academic year and promote team spirit and communication in the work environment, as well as create a spirit of professional interaction.

The event began with a welcoming speech by Vice President of Administrative Affairs, Dr. Homaid Al-Madfa, followed by a speech from Dr. Khalid Najji, Associate Vice President for Facilities and Information Technology, about reviewing QU's objectives and running projects. An opening speech was then given by Associate Vice President for Administration, Mrs. Sarah Al-Marri, who addressed the achievements and objectives of the departments.

Al-Yarmouk Independent Preparatory School students held a national ceremony that reflected the heritage of our beloved country. Furthermore, Ms. Rehab Sharif added an atmosphere of culture throughout her motivational speech about 'Determination Creating', which helped to develop the power of leadership among the audience who enjoyed greatly.

The audiences were motivated and engaged throughout these activities and shows. They were pleased with the outcome and this initiative in celebrating the accomplishments that make our identity.



NEWS & EVENTS

The latest administrative developments and events for the QU community

The Ya Hala Orientation of New Administrative Employees



On Monday, 27 April 2014, the orientation session for newly hired non-academic employees was conducted at the Human Resources Department. The aim of this exercise is to introduce new employees to QU, with explanation of the university's vision, objectives, administrative structure, and facilities. It also details the responsibilities and rights of the employee, as well as financial matters such as his/her leave, salary, and health insurance. This event highlights the role of Qatar University as an institution in supporting the process of cooperation and communication, and employment as a valuable opportunity to gain skills in organization, communication, teamwork and leadership. HR Consultant Dr. Hatem Sadek further explained the importance of cooperation and familiarization within the departments in order to facilitate the scope of work at QU.

The Acting Director of Human Resources Department, Mrs. Kholoud Al-Hamadi, presented QU facilities and their accessibility, such as for the clinic and banks within the campus. An overall presentation on employees' financial benefits, job assessment and travel regulations was conducted by Mr. Faisal Zainal, Acting Senior HR Advisor.

Furthermore, a presentation on Housing benefits and regulations was conducted by Housing Senior Coordinator Mr. Hassan Ali .

Mr. Omar Al-Jeilani, Section Head of Immigration, simplified the processes regarding visas to enter and leave the state, followed by a session on health insurance procedures covered by Mr. James Paul, QU's Health Insurance Coordinator.

In addition, a presentation on "Talabati" services was conducted by Ms. Amani Othman, Section Head of Core Admin Marketing and Communication from the Administrative Services Department, advising the attendees on advantages of using the online Talabati tab and what services are available. A comprehensive explanation was given by Ms. Rabab Ismail, an Information System Specialist, on HR's online services. The event was concluded by a tour through QU buildings and facilities locations.



NEWS & EVENTS

The latest administrative developments and events for the QU community

The Quarterly BAG Meeting:

In continuation of the excellent efforts to reach out to the Qatar University community, the Administrative Services Department, with collaboration with the rest of the administration departments, has conducted its BAG (Business Administration Group) quarterly meeting. This group represents all colleges and departments across QU. During this meeting, recent memos, circulations, achievements and administrative community news are shared and discussed. For this academic year 2013/2014, four meetings have been conducted on a quarterly basis, starting on September 2013 and ending on June 2014. Topics that have been covered are the new appraisal form; the new travel and ticket procedures; the announcement of the new travel agency branch in the campus; the Cash Deposit Form; and the recent accomplishment of launching the Tsawaq on-line shopping service.

Blood Donation Campaign:

Blood donation is a humanitarian act and at the pedestal of the main pillars; it gives support for who are in need in our society. Therefore, the Career Resources Center organized a Blood Donation Campaign on 11 November 2013 that attracted many employees and students. Mr. AbdulAziz Abdullah, the Section Head of the Center, stated "The Blood Donation Campaign is an invaluable social pillar. This important activity will be conducted as one of routine necessity and great significance." Such campaigns are organized by QU annually, in collaboration with the Blood Bank of the Hamad Medical Corporation.

The event helped raise awareness of the importance of such campaigns and initiatives, both as undertaken by QU, and for general society. These enhance the University's role in supporting charitable causes and in developing the spirit of cooperation and solidarity among students.



NEWS & EVENTS

The latest administrative developments and events for the QU community

HR Workshops & Training at a Glance



One of the Human Resources Department's mission objectives is the development of QU employees. Accordingly, the Training Units at HR and the Career Resource Center are devoted to conducting various professional sessions and workshops to empower new and established employees in their work duties. Following this notion, this article sheds light on the recent training sessions conducted by the Training Unit as well as the Career Resource Center in the past quarter.

Training Unit workshops:

Qatar University's Training Unit at the HR department organized the following courses:

The Speed of Trust with Franklin Covey:

The "Leading at the Speed of Trust" course was conducted in coordination with Franklin Covey, on 17–19 Feb 2014, at the Diplomatic Club. The target audiences were QU Supervisors. The course included the importance of accelerate growth in required results, plus enhancing innovation within the team members.

Leadership and Management:

The "Leadership and Management" course was conducted in coordination with Broadlands, on 12–13 Feb 2014, at the Diplomatic Club. The target audience was QU department heads. Course Objectives were to develop a greater understanding of other leadership styles, to apply principles to cultivate a trust-based work environment, to establish opportunities from conflict situations, and to effectively handle mistakes using a human relations approach.

Professional Business Writing (3):

The "Professional Business Writing (3)" course was conducted in coordination with Spearhead, on the dates of 4–6 March 2014, at the Grand Heritage hotel. The target audiences were QU administrative support staff. The Course Objectives are to identify and put into practice the basic principles of business writing, to identify the difference between formal, neutral and informal business writing styles, and to learn how to use punctuation and abbreviations correctly.

NEWS & EVENTS

The latest administrative developments and events for the QU community



Customer Service Management:

The "Customer Service Management" course was conducted by Spearhead on the dates of 2–3 April 2014, at the Grand Heritage hotel. The target audience was the QU Finance Department. Course Objectives include understanding why it is important to focus on the customer, to define the various types of customers we serve, and to state the important elements of communication and how we can use them to provide exceptional customer service.

Communication and Team Skills:

The "Communication and Team Skills" course was conducted in coordination with Broadlands, on the dates of 13&14 April 2014, at the Grand Heritage hotel. Target audiences were QU's Finance Department and other concerned sectors. The Course Objectives were to set clear guidelines for effective communication, to understand how to give and receive constructive feedback, and to make use of all of the above skills to ensure effective teamwork.

7 Habits of Highly Effective Managers:

The "7 Habits of Highly Effective Managers" course was conducted by Franklin Covey Association on the dates of 5 & 8 May 2014, at the Intercontinental hotel. The target audiences was QU Student Affairs Sector supervisors. The Course Objectives are to balance key priorities, to improve interpersonal communication, and to improve team decision-making skills by embracing even encouraging–diverse viewpoints.



Career Resource Center workshops:

Business English Language Course Development:

The Career Resource Center in the HR Department organized a Business English Language Course for 30 Qatari employees, in cooperation with the Continuing Education Office. The employees received instruction respective to their level of English Language ability, which was evaluated beforehand by a test. The course consisted of six varying levels, of which employees progressively complete all the levels.

New Employees Workshop:

The Center Resource Center in the HR Department is organizing a monthly course for the new employees, entitled "The Foundation for Success in Institutional Work". The course contains four important themes, including definition of the QU Administrative Structure and employee hierarchy, career goals, self-service, and the basics and principles of communicating via email. This course meets and clarifies employees' needs and facilitates his/her procedures, enabling employees to work in a systematic and creative way. To date, approximately 50 administrative staff had participated in the course, and it has been receiving excellent feedback.

NEWS & EVENTS

The latest administrative developments and events for the QU community

The Finance Department had organized workshops:

Electronic Budget Reports Assessment Workshop:

On 11 May 2014, a workshop on the Electronic Budget Reports Assessment was held by Mr. Manhal Bou Karroum, Director of Finance Department. The workshop was conducted at the auditorium in the New Library Building. Mr. Manhal began by welcoming the audience, and expressed the importance of the workshop. During the workshop, he explained the easy, fast and safe method for using the new electronic budget system. In addition, he distributed a number of descriptive brochures on how to use the system with practical application. Mr. Ali Sepiddast, Section Head of General Accounting at the Finance Department, provided a brief definition of financial reports, and answered questions.



Finance Research Managers Workshop (NCURA):

The Finance Department had organized a workshop for the Research Financial managers, in collaboration with the Office of Scientific Research of National Council in the United States. The workshop was attended by 74 members from various universities in the state of Qatar and the GCC. The workshop duration was for three days, starting from February 18 to 20, 2014 at the QU New Library Building. The workshop included many specialized topics, such as budgeting, costing and grants (for research sponsored externally).

Students Housing Events and Activities:

The Men's Housing Students organized many events and activities for QU students under the sponsorship of Housing Department, with dates spanning from 1 Jan till 1 May 2014. The aim of these events was to create entertainment for the students, to renew family spirit, and to increase educational attainment. The events included, visiting the House of God and the Mosque of the Prophet, peace be upon him, Gharriyya beach, Souq Waqif, as well as a number of sporting activities:

- Marathon run
- Septets League soccer match at the University Stadium.
- Triads League football student housing.
- Volleyball League.
- League colleges that organize the university student activities.
- League universities in Doha, organized by Education City.



The Department of Women's Student Housing organized a trip for a number of female students to perform Umrah and visit the tomb of the Prophet, peace be upon him. They were under supervision of Ms. Aisha Ali and Ms. Salwa Dawy. The purpose of the trip is to define the importance of Umrah for the students.

The Department of Women's Student Housing welcomed everyone who had recently joined its family on 8 April 2014 during the annual welcoming ceremony for the new international and multi-nationality students. This was also an opportunity to introduce them to the QU environment, as well as including recognition of appreciation for those who participate in the Housing Events.

NEW SERVICES

Keep track of all QU can do for you

Generation of Online Leave Reports for Employees

HR management updated the new report services for managers and persons-on-charge in the Oracle Application services. This feature is available on the portal service tab "Talabati", under the link "My Employee Leave Transaction – Report", as well as all the details of holidays and leave, and their approval.

All the employees' leaves and holidays must be inserted into the system, so that the Department Heads will have the ability to check their employees' department leaves and schedules as needed.



UNDER THE SPOTLIGHT BEYOND THE TITLE

Insightful thoughts and personal experiences as we interview one of QU's administrative staff:

Mr. Manhal – Director, Finance Department

What challenges do you face in your work at QU?

As the director of the Finance Department at QU, I face multiple and diverse challenges. However, the greatest challenge of all is rewarding my team members duly. I am convinced that several members of the finance department deserve a better compensation or improved conditions. However, due to the constant modification of some rules and regulations, staff improvement and development is not always an easy task.

How do you contribute through your work toward achieving Qatar University's vision?

A large bulk of the Finance Department duties, in general, and my work, in particular, revolves around achieving Qatar University's vision through the development of a road map and/or a strategic plan for the Finance Department to be in line with the University's wide strategic planning, in addition to supporting the Finance Department staff to work towards attaining the objectives set in the stated strategic plan.

What do you consider as your most remarkable achievements during your work at Qatar University?

The following are the main priorities have been identified and achieved during my leadership of the Finance Department:

1. Procreating the University's financial statements with a positive audit opinion.
2. Introducing and implementing a new budget model called Performance Based Budgeting (PBB) in addition to creating a new budget environment called (Accountability Environment).
3. Introducing the base of research grants accounting and financial reporting management.
4. Restructuring the finance department by updating the organization chart to best serve the University community and by recruiting and training fresh graduates and experienced people.
5. Developing a three-year strategic plan for the finance department constituted by KPAs (Key performance Areas), Objectives, KPIs (Key performance indicators) and action plans.
6. Updating the finance department policies and procedures in cooperation with external consultants
7. Meeting the financial requirements of the institutional accreditation set by SACS (Southern Association of Colleges and schools).

Who is your role model at work, and why?

I have learned a lot from numerous people that I have met throughout my life. There have been several individuals who have helped me directly or indirectly to advance my career and my personal life. However, one of the people I am most impressed with is the President of QU, Prof. Sheikha Al-Misnad. She is a very persistent leader who is always focused on the institution's objectives, regardless of the challenges or circumstances surrounding her. She is also a very modest person and a good listener who strives constantly to support employees and to endorse their good ideas and initiatives.



Mr. Manhal Bou Karroum
Director, Finance Department

Tell us about your future ambitions and plans.

My plans for the near future are to continue my education and hopefully to obtain a doctorate in accounting or business administration. By now, I hold around fourteen years of experience in the higher education industry. I think I will take advantage of this experience and open my own consulting business that would deal with higher education financial and administrative services.

If you could work anywhere at QU for a day, where would it be, and why?

I would not be happier to work anywhere else than at the Finance Department. However, if I must choose, then I would choose the Office of Institutional Planning and Development, since I would get the chance to gain a better knowledge about the University's integrated strategies and processes.

Finally, what would you like to say to our readers?

Many people believe that the Finance Department has achieved a lot, especially during the past five years. Here, I would like to emphasize that whatever has been achieved in the Finance Department was actually the result of the great efforts exerted by each member of the Finance Department team. I have been very lucky to be a member of this wonderful team. Indeed, without this team I could not have achieved anything.

Finally, my message to the readers, and especially to my colleagues at the Finance Department, is to always keep your loyalty to the institution you are working for, regardless of the circumstances.

UNDER THE SPOTLIGHT A STORY OF A DEPARTMENT

This edition's close-up of the fascinating gears which keep QU running

Budget Section - Finance Department

1. Would you introduce the section?

The budget at the Finance Department is responsible to prepare the university's budget on and also monitor the approved budget throughout the year. In coordination with the Office of Institutional Planning and Development, the budget section is responsible to make sure that budget processes are in line with the institutional effectiveness framework. Additional responsibilities, such as proposing of advanced budget methods and budget formulas also lay on budgeting section.

2. What are the section's main responsibilities?

Below are the main responsibilities of the budget section:

- Developing the annual operating budgets in all funds;
- Direct and manage budget cost studies and analysis of budget information to respond to external queries and to provide critical management information to senior decision makers;
- Monitoring revenues and expenditures during the fiscal year;
- Coordinating the budget development process with staff in all units;
- Provide financial analysis of academic programs and administrative activities to inform policy decisions;
- review and analyze detailed budgets for all QU colleges and departments;
- Establish and communicate budget guidelines and instructions to colleges and departments;
- Report the budget figures on quarterly and/or upon request to the budget committee chaired by the VP for administration.
- Establish a strong relationship with the Ministry of Finance to make sure that regulations and requests of Ministry of finance are accurately performed and on time.

3. What are the services you provide to assist QU employees?

The employees of the Finance Department are eager to help employees in charge across the university to gain a better knowledge about budgeting. Hence, the budget section conducts at least two budget workshops every year. The first one is held at the beginning of the academic

year, and the second one at the beginning of the fiscal year. Also, the budget section offers one-to-one training for any nominated employee.

4. What are the developments in the Budget Allocation?

For this year, the budget allocation strategy was set by the budget committee, through which the members of this committee have identified the main priorities of the university derived from the University's strategic plan. This is based on what the final approved budget by the Ministry of Finance has allocated.

5. What are the objectives that the section aims to achieve by the end of this year?

The main objective of the budgeting section is to implement an advanced budget application. The primary goals of this system are to:

- Alleviate the inherent complications of utilizing Excel as the University's default budget data distribution and consolidation tool;
- Reduce the time and energy required for highly transactional/clerical activities, thereby allowing the finance offices a greater ability to focus on more analytic activities; and,
- Provide a financial reporting infrastructure that facilitates

flexible, timely analysis and decision support.

The functional or business objectives of new system are to deliver a system that will:

- Senior leadership, the University Budget Office, and financial administrators across the University are asking more thoughtful questions, both top-down and bottom-up, and seeking more robust data to better understand financial trends and circumstances.

- University-wide planning is becoming more influential on the financial planning activities undertaken by individual colleges/units. As senior leaders become more engaged with institutional planning questions, they are looking for more comprehensive and integrated assessments of available resources over longer-term time horizons.

UNDER THE SPOTLIGHT A STORY OF A DEPARTMENT

This edition's close-up of the fascinating gears which keep QU running

Continued / The functional or business objectives of new system are to deliver a system that will:

- Reduce cycle times for the Finance Department, administrative and academic units, on template creation, distribution, completion, and consolidation for the annual budget process.
- Provide a mechanism to link budget and actual expenditures to the strategic objectives defined for each college/unit by Integrating Planning, Resource Allocation, Budgeting, Assessment, and Improvement (See more elaboration after this section).
- Provide budget to actual variance reporting capabilities at the University, unit, and department level.
- Align both budgets and expenses (employees, computers, student travel, etc.) at the appropriate level (e.g., department) to better plan for and monitor total cost of operations or initiatives.
- Deliver standard and ad hoc management reporting capabilities.
- Provide increased forecasting and multi-year budgeting capabilities, aligned with the institutional planning process.
- Provide long-range financial projection scenarios based on economic variables and University strategies.
- Allow for financial planning and forecasting, including operational and capital expenditures.
- Automate and improve the budget process of first chapter (salary and wages).
- An increasing emphasis on funds-based budgeting has demanded more time and effort as the QU units strive to achieve the optimal use of restricted and unrestricted resources. (See more elaboration about fund accounting below)
- Allow multiyear budgeting (see more elaboration about multiyear budgeting below) which is linked to strategic planning.
- To build an accurate annual budget at Qatar University, it is essential that each individual college/unit view its portion of the budget segmented by funding sources, as an in-progress budget balancing at the macro level may conceal a deficit balance for one or more funding sources.
- User manual guide for the different type of Hyperion users.

APPRECIATION

“Happiness is not in the mere possession of money; it lies in the joy of achievement, in the thrill of creative effort.” - Franklin D. Roosevelt

Administrative Services Department

We would like to take this opportunity to thank all the following persons for their hard work in “Admin day” event and dedication. Appreciation goes to:

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Center for Volunteering

For the volunteers' hard work

Administrative Services Department

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The Office of the Associate Vice President for Facilities and Information Technology on the successful achievements of launching the Virtual Reality Cube

Information Technology Services

Trevor Moore
Mohannad Naim
Ahmad Eid El-haddad
Ramzi Ali Yousef Ayes

College of Education:

Noran Emara
Suha George Elias Asfatoun

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Ali Hussein	External Relations Department
AbdulAziz Abdulla	Human Resources Department
Nehal Elsahly	Human Resources Department
Safa Ibrahim	Human Resources Department
Khulood Mekdad	Information Technology Services Department
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Mohammed Al-Mousa	Translator