

Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

Managing Committee

CHAIRPERSON
JASMINE JOGI
2682 2205

VICE CHAIRPERSON
UMA NANDEDKAR
2672 7011

HON. SECRETARY
DILNAWAZ NEKOO
2672 7004

HON. TREASURER
BEROZE DIVECHA
4900 6000

COMMITTEE MEMBER
BAKHTAWAR BATTIWALLA
6605 1238

JUHI SADHWANI
2567 2520

IMM.PAST CHAIRPERSON
LATA KHEDKAR
2545 1258



Dear Friends,

FROM CHAIRPERSON'S DESK

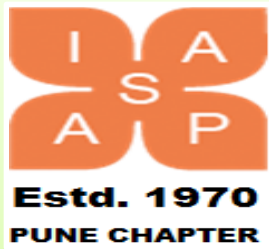
The past 3 months have been enriching and challenging with the Regional & All India APC 2017 including the 15th National Convention at Taj Santacruz, Mumbai.

Ladies, it gives me pleasure in announcing that the Pune Chapter will be hosting the National Convention in Sept. 2019 and a presentation has already been made by us during the 15th National Convention in Mumbai. I would like to solicit you all to come forward and support the Committee in organizing the Convention to ensure that the convention is a big success. To begin with we request you to recommend good speakers from Corporates and also send in your suggestions or inputs for an appropriate theme. The same may be communicated either to me or to any of the Committee Members.

I take this opportunity of wishing you and your family :

JASMINE JOGI
CHAIRPERSON





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

**“You must be the change you wish to see the world”
~ Mahatma Gandhi**

To begin with, I extend my hearty greetings and wish each one of you a joyous and a happy festive season.

It makes me happy to be a part of such a great family and that too in the 30th year of the existence. The fact that our family is growing stronger than ever, demonstrates inherent strength which will take us to greater heights.

The credit of success goes to all of us and our predecessors who laid the foundation for such growth. Times are changing and the challenges are becoming vital. Let us strengthen our ownership in each of us to deliver far superior performance which is vital for strengthening our foundation for many more years to come. Lets all get together and make our National Convention in September 2019 a great success.

Festivals are the seasons of Giving. It's a time when we rejoice with lights and decoration and the warmth of the season. Here's wishing all of you a Happy and a safe Diwali !

**Always there !
Bakhtawar
Editor**



(July – Sept 2017)



Anisha Nair – Daughter of Latha Nair from SNBP College secured 88.92% in 12th Science stream.

Exams or not, we always knew that you were a champion in the making. Well done! You've worked hard to get this result and have made us all proud. Have faith in your abilities and keep up the good work. Wishing you Best of luck in your new beginning!

CONGRATULATIONS !! KUDOS TO YOU !



Kaizan Nekoo - Son of Dilnawaz and Xerxes Nekoo from Bishops Co-ed School secured 84% from ICSE – Class X.



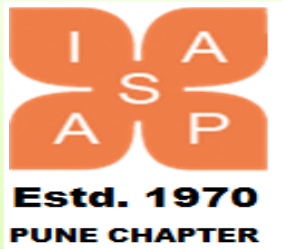
Keerthi Venugopal – Daughter of Preeta Venugopal Secured 92% from St. Felix Girls High School in 10th class



Pranav Khedkar – Son of Lata and Nitin Khedkar secured 88% from Rosary High School in 10th class



Rutuja U Madhure – Daughter of Sunita and Umesh Madhure from City Pride Junior College secured 91.03% in 12th Science stream.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

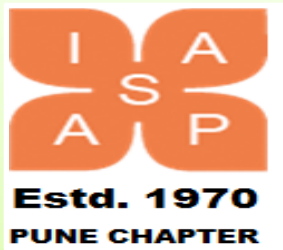
JULY SESSION

“Leadership and Management Skills”

Our July session was conducted by **Ms. Madhuri Lele** – Licensed Trainer from **LMI Service N Solution** who provided insights on **applying management and leadership skills to achieve all round continuous improvement**. This lecture was held at Royal Orchid Central (*Grandview Banquet Hall*), Kalyani Nagar, Marisoft Annexe, Pune.

Leadership & Management skills go hand in hand for personal growth. To do this successfully, **you need to have strategic insight and be able to innovate** better processes. It has helped to :

- Manage changing responsibilities effectively.
- Communicate and negotiate with confidence.
- Apply management and leadership skills to achieve continuous improvement.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

AUGUST SESSION

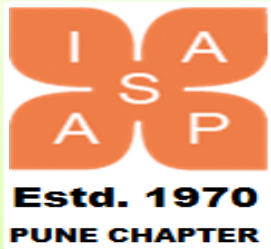
ADMINISTRATIVE PROFESSIONAL CONTEST – APC-2017

IASAP, Pune Chapter celebrated the prestigious bi-annual event “Administrative Professional Contest” (APC) on Sat. 19th August 2017 at Royal Orchid Central, Pune from 7.00 p.m. onward.

APC is held on a league basis by all Chapters which commences with a Written Test, followed by Group Discussion, PPT & Personal Interview prior to the finale. APC is the best forum to showcase the professional competencies of Administrative Professionals across India. Their participation not only boosts the confidence of the contestants but also upgrades their knowledge & skill professionally.

Vote of Thanks was conveyed to the Managing Committee, enthusiastic contestants, committed trainers, panel of jury and ofcourse to all our sponsors - Aerosource India Ltd., Hotel Royal Orchid Central, Starline Travels Ltd., Desai Brothers, Jet Airways India Ltd. , Address Home, C. T. Pundole & Sons, ABC Farms Ltd., Natraj Stationery, USP Collections, Elkay Spirits Pvt. Ltd. , Fratelli Wines, Feroze Foods & Flavours, Arwade Infrastructure Ltd., Satya Pedhi, Junglehood, VLCC, Kalashetram , Prakriti Herbals, Archies, French Perfumes & Mr. Ranjit Jadhav Rao. Special appreciation with a VERY BIG THANK YOU was conveyed to all our members & their bosses who attended this event in large numbers 😊

As we complete 30 Glorious years of our existence, all the Past Chairpersons were felicitated too on the occasion towards their patronage for keeping our chapters flag fly high.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

AUGUST SESSION

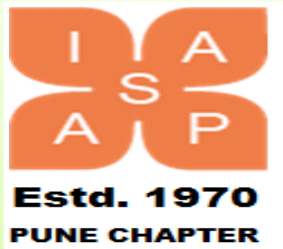
IASAP – APC -2017 WINNERS



From Left to Right : **UMA NANDEDKAR** – Vice Chairperson, **BEROZE DIVECHA** – Hon. Treasurer, **JUHI SADHWANI** – Committee Member, **DILNAWAZ NEKOO** – Hon. Secretary, **VINUTHA N. & TESIE ANTHONY** – Semi-Finalists, **SUNITA MADHURE** – 2nd Runner up **JASMINE JOGI** – CHAIRPERSON, **PREETA VENUGOPAL** - WINNER, **MONICA D'SOUZA** – 1ST Runner up **KALPANA SHETTY** – Semi-Finalist **BAKHTAWAR BATTIWALLA** - Committee Member and **LATA KHEDKAR**- Immediate Past Chairperson



WINNERS OF 15th REGIONAL ADMINISTRATIVE PROFESSIONAL CONTEST-2017 (APC) **MONICA D'SOUZA** -1ST RUNNER UP from Thermax Ltd., **PREETA VENUGOPAL** – WINNER from Beakert Industries Pvt. Ltd., **SUNITA MADHURE** – 2nd RUNNER UP from Estofa Technosoft Pvt. Ltd.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

15th IASAP National Convention in Mumbai from 29th Sept. to 2nd Oct. 2017 'EXCELLENCE BEYOND BOUNDARIES'

Compiled by- Past Chairperson- Hyacinth Arya, IASAP-Pune Chapter

Midday onwards Taj Santacruz as usual with their best hospitality opened their gates. The Mumbai HQ organizing committee registered the enthusiastic IASAP delegates.

Simultaneously in the 'Zenith Room'- the National APC Contest had churned up a hectic storm, Evaluating the Presentations & conducting Personal interviews as per the format norm,

Topic:

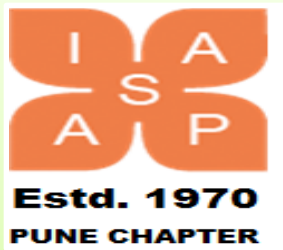
In today's techno world, why is the APC human touch considered so important?

7.30 pm- the Taj opened its Grand Ballroom to the IASAP convention Inauguration

With each chapter's hopes on their contestant's win - trooped in with expectation. The Extempore 'If Only...' was between 7 finalists, the deserving wore the crown, That did not dampen our spirits as each was a winner in her very own.



ALL INDIA ADMINISTRATIVE PROFESSIONAL CONTESTANTS, at TAJ SANTACRUZ, MUMBAI on 29th Sept. 2017



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

Saturday 30th September 2017:

9.00 am - Key Note Speaker

Mr. Pankaj Sampat –unassumingly Introduced the Taj Santacruz Hotel,
The delegates got a glimpse of the facilities, hospitality and accessibility portal.

9:30 am - Session I: 'Pursuing Excellence in Profession – A Holistic Approach':

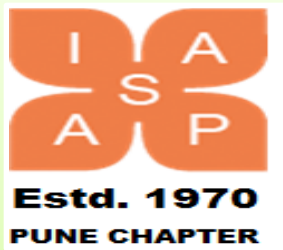
(Mr) Swami Swatmananda of the Chinmaya Mission beckoned us to move HIGHER
With **HIGHEST** mission and vision and equal passion - work with a desire to aspire.

The insight that got our minds more alert was the righteous means in 'Partha'
Do one job at a time to give 100% and meaning to a task, or lose the real 'Artha'

Let mind & body be **IN-LINE** with the intention and contention- called 'Swadharma'
Working and executing with sincerity and Integrity is our basic 'Karma' and 'Dharma'

Keep **GREATER** focus on yourself and the benefits; keep a track of food habits and exercise,
The results are only the ones that will help longevity- risks of major diseases we can minimize.





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

Use strength and skills and be **HAPPY** to redeem your success of teamwork, Challenge yourself and make endeavors to take on change- just never shirk.

Work on new avenues; increase your **EFFICIENCY** that can make you great, 'Small is a Crime', check what you can deliver; increase what's on your plate.

We are working and trying to achieve, but really- Do we focus on the **RESULT?** Taking things for granted, feeling secure is something we make as our working cult.

10.30 am - Presentation by Vistara Airlines:

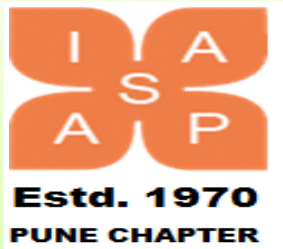
A crisp & cursory preview into their new venture, flights and services was presented. Competitive initiatives, to the single lady travelers & seniors were highly appreciated.

11.30 am - Session-II 'Wellness Revolution for Human Evolution':

Dr. Mickey Mehta ensured the audience was kept alert with real-time examples, His advice on vegetarianism was to ensure we do not end up as patient samples.

Be remembered for your smile, humour, instructiveness and age with grace, He warned that if we do not take charge now of temptations, our trials will surface





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

Meditate more often, sit with yourself in peace to understand you self and breathing,
Working out and indulging in Yoga ignites the body, the health quotient it will expedite.

2.00 pm – Chapter wise- Photo Opportunity with the OC and GC Teams.

**3.00 pm – Pune Chapter Presentation on 16th National Convention to be held in Pune- by
Chairperson- Jasmine Jogi.**

She outlined the venue and relevant contemporary details, assuring later reverts in costing,
Vigour and welcome was well received as the Chapter expressed their happiness in hosting.

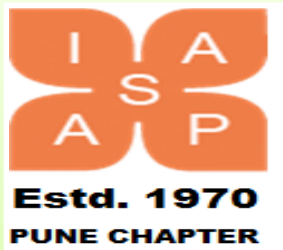
3.35 pm - All-India GC Meeting at Zenith Room.

The GC Team, All India Presidents, All Chapter CPs & Representatives gave
their inventory, It definitely ended with a lot of new ideas, challenges,
clarifications and norms so statutory.

6.30 pm- ‘THE CLUB’ Andheri:

The sponsors ensured each one had a good time and let their hair down as they did dance,
Competitive dancing in groups made each one energetic; some also took the ‘Foot Spa’ chance.





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

Sunday - 1st October 2017

9.30 am - Session-III. 'Brand YOU':

An interactive session by Ms. Benaisha Kharas – Know yourself - and make that a show, Non focus and aimless, senseless activity will only get your shutting to and fro.

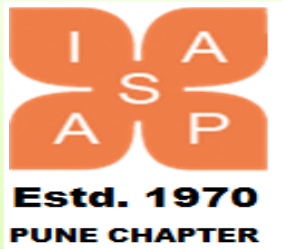
You make the mark by ensuring what you want others to know and say about you,
This helps to keep your positive feedback then false opinions will definitely be few.

Work on branding yourself, changing and creating a new personality call 'Brand You.
Draw attention to the real person you are with competence that is loyal and true.

Let the mind introspect often, let your 'Work-Upons' create a new personality,
It is better to chalk out your expectations and executions, for this you need clarity.

Your personality takes shape alongside; you emerge truly recognized in the multitude.
Move up the ladder with confidence; create a new portrait of yourself, show more gratitude,





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

11.30 am - Session-IV “Mega Trends & The Digital Waves”:

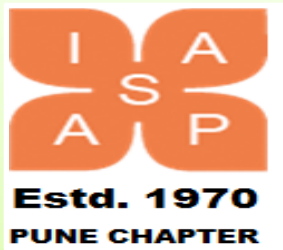
Mr. Udai Singh-took us through a journey of the his digital and virtual world,
This was a real eye opener-to professionals the digital uses were unfurled.

We were aghast with technology initiatives like Robots, Clouds and Data bases,
Acknowledging virtual & digital technology are imperative in all technical places.

Virtualization is a combination of digitalization that ends with usages like the GPS Map,
We have become less interactive with humans as we are moving into the digital trap.

It is here to say- Credit cards, Pay tm and technology based cashless transaction,
Upgrade IQ and technology, accept and move ahead, the reality is digitalization.

SMAC-Social Media, Smart Mobiles, Android phones and Tablets are in demand,
Update with latest technology to accelerate excellence in the button pressing command.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

2:00 pm Session- V 'Secretary – Partner in Business':

Mr. Daara Patel- pulled us through the Interactive Business Partnership,
Do we realize that - corporate working & executing is 'Professional courtship'.

Change is constant and each year makes new technology create a new profile,
Change working habits, keep abreast with new technologies and change your style.

Upgrade yourself by ongoing learning and improving your bandwidth for discourse,
New abilities are empowering, check out possibilities of a new professional course.

QUESTIONNAIRE:

Before we began we had a clear vision: Team Hyacinth's Vision was:

“Take care of the Home Ministry - Then office work and problems become History”

- What do you currently do, that helps your Boss the most?

Ans: Ensure we are the greatest office wife, That releases his office strife.



(July – Sept 2017)

SEPTEMBER SESSION

Contd

- What is it that he expects you to do, but you are unable to and why?

Ans: He expects us to be available twenty four X Seven. We are able to balance our home very well, that's why office is heaven.

- How do you avoid Duplication? Do you run the extra mile?

Ans: Check the complication; And deliver the implication.

- Do you ask yourself “What does my Boss expect of me?”

Ans: We are in tandem. He expects great momentum.

- 5 Lessons that I have learned working as an EA:

Ans: Indicate – Delegate – Rusticate – Fumigate – Communicate.

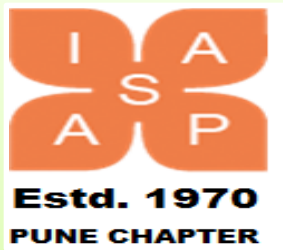
- Think out of the Box:

Our Answer: Always think in All Ways.

- Describe a scenario where you have truly been your Boss's “Partner”(sharing responsibility voluntarily):

Ans: Shared his status of Paternity, when his wife was in labour- Signed as aunt, in ward Maternity.





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

SEPTEMBER SESSION

Contd

- Is it a fact that if a Boss is successful, his secretary is also successful? And Vice Versa? (Inclusive Growth)
Ans: Our success must impress, So together we can express.

- If you have an Expat Boss, how will you help him settle down?
Ans: Nurture with impact, Highlight Indian culture so compact.

Inputs and thoughts by my excellent proactive team- Poetically compiled

3:30 pm Presentation of Participation Certificates to all delegates and IASAP Pins to- Members for attending 5, 10 & 15 Conventions.

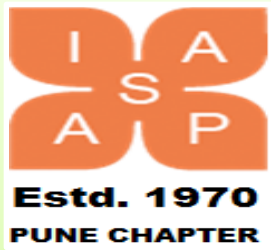
Monday, 2nd October 2017 –

9.30 a.m. :

Morning queuing up for buses on a local Mumbai tour, The Heritage structures, tourist's spots and shopping lanes they did scour.

The many who did not go for that tour, took their way back One back at home, next day each one were on the office track.

~ By – Hyacinth Arya-Pune



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

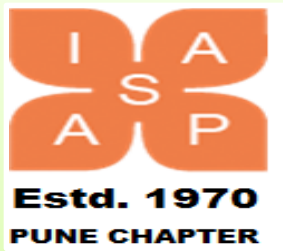


(July – Sept 2017)

SEPTEMBER SESSION

Glimpse of our IASAP - 15th National Convention





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

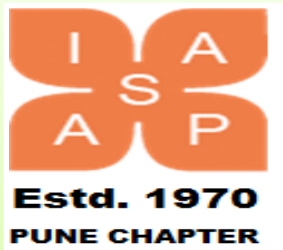


(July – Sept 2017)

QUIZ ZONEARE YOU READY ???

1. Who was the first chairman of the Atomic Energy Commission?
2. Which is considered as the biggest port of India?
3. Which is the gas used for making vegetables?
4. What is the chief ore of Aluminium?
5. Which is known as the pink city in India?
6. The deficiency of iron leads to which disease?
7. Which is the state that has desert in India?
8. The headquarters of the coffee board of India is?
9. Name the Governor General who abolished 'sati' in 1829?
10. The chemical name of Chloroform is ?

Ans: 1. Dr H J Bhabha 2. Mumbai 3. Hydrogen 4. Bauxite 5. Jaipur 6. Anaemia 7. Rajasthan
8. Bengaluru 9. Lord William Bentinck 10. Trichloromethane



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

Diwali, is celebrated across the world every autumn (October or November each year), originated as a harvest festival that marks the last harvest of the year before winter.

On this day people seek the divine blessing of Lakshmi, the goddess of wealth. Diwali is celebrated by decorating houses with glittering clay lamps, strings of colourful electric lights and flowers. Clean and new clothes are worn at the time of the festival. Rich savoury and sweet dishes are made. Families get together to offer prayers, exchange gifts and fireworks.

Hindus interpret the Diwali story based upon where they live - In all interpretations, one common thread rings true—**the festival marks the victory of good over evil.**

Five Days of Diwali

Day 1 - Auspicious to spring clean the home and shop for gold or utensils.

Day 2 - Decorate homes with clay lamps and create design patterns on floor

Day 3 - Families gather together for *Lakshmi puja*, a prayer to Goddess Lakshmi followed by mouth-watering feasts and firework festivities.

Day 4 - New-year when friends and relatives visit with gifts and best wishes for the season.

Day 5 - Brothers visit their married sisters who welcome them with love and a lavish meal.

Diwali is a big occasion for celebration and we should always play it safe. Use soundless and eco-friendly crackers. Donate for good cause to poor and needy. Make, eat and distribute sweets.

HAPPY DEEPAWALI !!!!!!!

~ Dilnavaz Nekoo





Estd. 1970
PUNE CHAPTER

Indian Association Of Secretaries And Administrative Professionals

Brain And Brawn



(July – Sept 2017)



BIRTHDAYS IN OCTOBER

Malati Iyer	3rd
Blanche Dsouza	9th
Saki Bakshi	11th
Ajeeta Shivdasani	11th
Lina Dsouza	19th
Gemma Machado	20th
Payal Pandya	21st
Hyacinth Arya	21st
Karen Karbhari	22nd
Aditi Paul	23rd
Meena Pardeshi	28th
Deepali Rewale	29th
Pinky Batha	31st
Sangita Lobo	31st

BIRTHDAYS IN NOVEMBER

Mrinalini Hublikar	3rd
Mary Dlima	5th
Assunta Christy	12th
Farida Achhadwala	12th
Rashmi Joshep	12th
Veronica Lopez	14th
Poonam Magoo	14th
Asha Narhire	16th
Magdeline Azved	17th
Irene Rato	19th
Rani Periera	20th
Maria Colaco	22nd
Manjula Nair	23rd
Monica Dsouza	24th
Sanober Kotwal	24th
Medha Joshi	26th
Maheshwari Rawal	26th
Irene Gonsalves	27th
Rashna Fraser	29th

BIRTHDAYS IN DECEMBER

Doreen Dsouza	1st
Tejal Joshi	1st
Shubangi Jadhav	2nd
Ernie Sethna	2nd
Havovi Kanga	3rd
Carol Coelho	4th
Latha Nair	4th
Indira Suratwala	4th
Kyati	5th
Vaishali Lolap	7th
Kavita Bhalerao	9th
Niloufer Mehta	12th
Pratibha Salve	12th
Preeti Shinde	13th
Dilnawaz Nekoo	15th
Jyotilekha	
Koppikar	15th
Raina Dubey	16th
Jennifer Engineer	20th
Daisy Dsouza	21st
Maria Lobo	22nd
Kainaaz Driver	23rd
Beroze Divecha	29th
Jolly Alex	31st





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(July – Sept 2017)

Please write to : bakhtawar.battiwalla@thermaxglobal.com



We are online at www.iasapindia.com

Also do join us on :

IASAP Pune Chapter Facebook page & LinkedIn as well ☺