



Estd. 1970

PUNE CHAPTER

Indian Association of Secretaries and Administrative Professionals

BRAIN & BRAWN



FROM CHAIRPERSON'S DESK

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,

It gives me great pleasure in announcing that IASAP, Pune Chapter has splendidly completed 30 vibrant years of existence, whereas my team & I have completed our one year tenure successfully. I must say this would not have been possible without your unstinted support.

I take this opportunity of thanking members for attending our 30th AGM & casting their valuable votes in electing our new committee.

Keeping in mind that this year is our Pearl Anniversary and also focusing on this year's theme, "Shaping Attitudes and Honing Skills", we have already started working towards putting together an exciting & eventful year ahead. I urge the IASAP members to bring in a much more 'Collaborative' & 'Participative' approach in order to make our sessions more interesting & meaningful. Would also request you to visit our website www.iasapindia.com and see our Chapters activities on Facebook & LinkedIn often.

Your inputs will help us plan our events with more value addition for everyone. Hence, I request each one of you to kindly share with me the following :

- The 'one' thing you feel IASAP events lack & must improve upon.
- The 'one' thing you feel IASAP events are good at & should remain unchanged.

I am counting on your personal involvement & presence during our monthly sessions and events along with your feedback. This will help the committee to incorporate & implement the suggestions. Thus adding value to the performance of our chapter. I look forward to your personal commitment towards IASAP activities during the year.

Let's work together for another eventful year !!

Warm Regards,



(April to June 2017)



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*“ A great many people think they are thinking,
“ when they are actually rearranging their Prejudices*

– William James

Dear IASAPian Friends,

We are more than halfway through April and it's time to reflect on the year gone by and look forward to the new financial year ahead of us. To achieve our goals and aspirations we have to be more focused, agile and work more efficiently. The summer holidays have gone by and our IASAP mummies have been busy shopping for school uniforms, new bags and googling for tiffin menus.

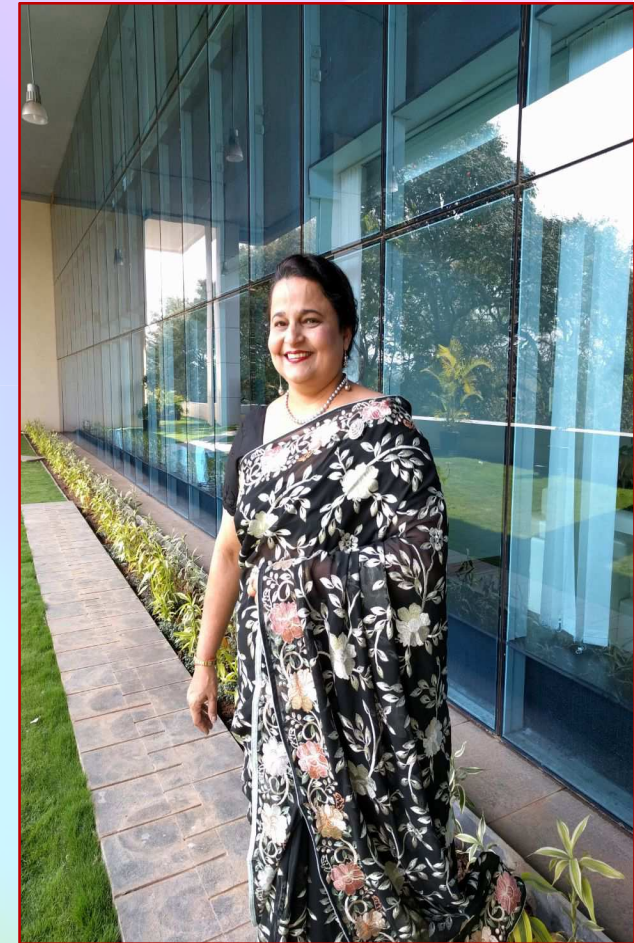
As the monsoon sets in and we make changes to enjoy a new season, let us remember how transient life is. How ever-changing relationships, people, jobs & situations are.

May we accept change joyfully and move with the times. Whether learning a new skill, taking up additional responsibility at work, changing old ideas we have of the world and ourselves.

Wishing you a happy monsoon and happy reading too !

Always there !

Bakhtawar Battiwalla
Editor



(April to June 2017)

APRIL
ADMINISTRATIVE PROFESSIONALS WEEK

WED, 26TH APRIL TO SAT, 29TH APRIL

On Wednesday 26th April 2017, a COOKERY SESSION was held at Hotel Westin.

The executive-chef gave us a crash course in taste, texture, aroma and presentation of unique & easy to cook dishes. It was a great pleasure to get the culinary tips and learn new techniques of easy to cook, in the company of our friends.



ALL SMILES: Lucky Ladies with Chef & Hotel Staff



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APRIL

ADMINISTRATIVE PROFESSIONALS WEEK

An ode to our profession, our theme for the year 2017 is
“SHAPING ATTITUDES, HONING SKILLS”

~ Excellence is not a skill, it's an attitude ~ - Ralph Marston

Our major event **BOSS – SECRETARY DINNER** was arranged on Saturday
29th April '17, at Vivanta by Taj – Blue Diamond Hotel.

Chief Guest – Col. Rajindersh Singh Bhatia - Head of Defence & Aerospace Sector at Kalyani Group addressed the audience and emphasized on importance of attitudes & skills in Army & Corporate World .

The entertainment program by our members floored everyone. Hyacinth Arya welcomed the guests and entertained the audience with her wit. The day allowed us to thank our bosses for their support & encouragement and also expressed our gratitude to all our sponsors .

Our Committee has conveyed special thanks to everyone present for their keen participation as well as support without which we would not have received words of appreciation.



*CHIEF GUEST: COL. & MRS. BHATIA
along with Chairperson - Jasmine Jogi*



*BLUE DART G.M. & STAFF
along with Committee Members*

(April to June 2017)

APRIL BLAST



WITH IASAP LADIES



(April to June 2017)

JUNE SESSION

The **30th Annual General Meeting** was held on Sunday 4th June, 2017 at 6.00 p.m. at Vivanta by Taj .

Our zealous IASAPIAN's attended the AGM in large numbers. All present voted by ballot paper and results were declared by our Returning Officer – Mrs. Anubha Ram Gopal. All members who attended the AGM were gifted with a memento as lucky charm on the occasion of completing 30 Vibrant and Glorious years of our Chapter.

Congratulations to the members who attended our meetings regularly.

Attendance Award was given to :

- ❖ Asunta Christy
- ❖ Daisy D'souza
- ❖ Teresa Mascarenhes
- ❖ Veera Chawla

Member-get-member Award

Thank you Veera Chawla for introducing Khyati Naik to IASAP family .

(April to June 2017)

IASAP, PUNE CHAPTER, WELCOME'S NEW MEMBERS :



Tesie Anthony Mony
MIT Group of Institutions – MIMER Medical College
Personal Secretary to Director's office



Santosh Sanjaysingh Bist
M/s. Hindustan Antibiotics Ltd
PA to HOD – Material (Purchase)



Marina Clifford Samuel
Raj Metallurgical Services
Sr. Exe. Buss. Dev. / HR



Saroj Rajendra Sarkale
The New India Assurance Co. Ltd
Assistant



Swati Sanjay Nikam
The New India Assurance Co. Ltd
Assistant



Kiran Joseph Lazarus
Emernogjt Electricals P. Ltd
Personal Secretary



Cicely Denis Joseph
Dr. R B Gulati's Clinic
Assistant



Madhuri Samson Solomon
Madhuris' Astrology
Sr. Administrator (Entrepreneur)



Anna Samuel Williams
M/s Hindustan Antibiotics Ltd
PA TO HOD (Marketing)



Christina Denis Joseph
Maesk Global Service Centers
Sr. Analyst



Sunita Umesh Madhure
Madhure Ingra Engg. Pvt. Ltd
Director

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PRESENTING OUR NEW COMMITTEE MEMBERS
WITH ALL SMILES AND READY FOR ACTION !



FROM LEFT TO RIGHT : **DILNAWAZ NEKOO** – Hon. Secretary, **UMA NANDEDKAR** – Vice Chairperson, **JASMINE JOGI** – Chairperson, **JUHI SADHWANI & BAKHTAWAR BATTIWALLA** – Committee Members, **BEROZE DIVECHA** – Hon. Treasurer and **LATA KHEDKAR** – Imm. Past Chairperson

(April to June 2017)

MY JOURNEY WITH ATLAS COPCO (I)LTD

I joined Atlas Copco in May 1979 and will be superannuated on 2nd Oct. 2017. I still vividly remember the 1st day of my interview. I was accompanied by my brother though I was not really nervous. It was breakfast time and I was pleasantly surprised to be served hot “Batatawada” and tea in the reception, which made me all the more determined to get the job. The receptionist, who later became a very close friend of mine, confided that she and her husband (who had then dropped in to meet her), for some unexplainable reason, had wanted me, the lady with the smiling face (apparently this is what they had identified me as, back then) to get the job. Nearly four decades have passed since then, and yet it feels like yesterday.

I began my career in the Personal department as a typist. I still remember how proud I was to receive my first salary of Rs, 500/- A year later, I moved on to the Planning department and then onwards to the Technical department as a stenographer. An interesting episode here....we got a prestigious order after I typed the price bid and during the 2nd order I fractured my right hand. I had to type with my left hand fingers and we bagged this order. For the 3rd order, my boss made me type with the left hand on purpose, saying this is lucky and we bagged this order as well. Fond memories that can never be erased...



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MY JOURNEY CONTINUOUS

From here, I went on to become the secretary to the GM and this was the period I enjoyed the most, meeting people, scheduling meetings, hotel bookings, arranging conferences and visiting exquisite places, etc. Also during this period I managed to complete my LLB from Symbiosis as well as LLM from Pune University for which I was felicitated. A proud moment again. A few years later, I was offered this job as an Executive – Imports & Exports in the EXIM department. There have been lots of ups and downs as is true in the case of every profession, but certainly, the good moments score over the bad ones. It has been a long journey of 38 years which will end soon but the memories will be etched in my mind forever. The work culture of late, including the management and the staff themselves, are devoid of emotions and the personal touch of yesteryears, but this is a change to be dealt with, I suppose. Nevertheless, learning is what is important and I have had new learning experiences at every step.

Recently, at a conference in Goa, I was awarded the Long Service Award for my contribution to Atlas Copco which I will always treasure. I dedicate this award to my Parents and family – for the principles of honesty and hard work inculcated in me by my parents alongwith my family's support, especially my mother who was with me through thick and thin and whose patience always encouraged me to give my best and more...

Looking back today, I can only say that it has been a very exciting and satisfying tenure and though I feel saddened that I will miss my colleagues and my work which has now become my passion. I am looking forward to some relaxed moments, doing some social work and ofcourse participating more often in all the IASAP monthly & yearly events after retirement.

Finally, beautiful and intelligent ladies, thanks for enduring me and following me through my long journey of 38 years in Atlas Copco. .

..... **Malathi Iyer**

(April to June 2017)



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JUST FOR LAUGHS



sardar were fixing a bomb in a car.
Sardar 1: What would you do if the bomb
explodes while fixing.
Sardar 2: Dont worry, I have one more.



Sardar: U cheated me.
Shopkeeper: No, I sold a good radio to u.
Sardar: Radio label shows Made in Japan
but radio says this is 'All India Radio!'

Sardar joined new job. 1st day he worked till late
evening on the computer.
Boss was happy and asked what you did till
evening.
Sardar: Keyboard alphabets were not in order, so I
made it alright.

NOW THE LAST ONE ULTIMATE:

In an interview, Interviewer: How does
an electric motor run?

Sardar: Dhhuuuurrrrrrrrrr.

Inteviewer shouts: Stop it.

Sardar: Dhhuurrrr dhup dhup dhup...



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KITCHEN TIPS :

Defrost Meat on Aluminium Trays:

The fastest way to defrost meat is under a cold running tap. But if you want to save water and speed things up a bit, place your meat on an aluminium sheet tray or skillet. Aluminium is a great conductor of heat and will draw energy from the surrounding environment into your frozen meat much faster than a wooden cutting board or wood or stone countertop. You can cut defrosting times down by about 30% this way. It also works on soups, stews, and anything frozen flat.

Peel Ginger with a Spoon:

Ginger can be tricky to peel with all its bumps and irregularities. Rather than using a paring knife or vegetable peeler, reach for the spoon. Scrape it against the skin and it'll come right off, following every contour and minimizing waste.

Deseed a Pomegranate in Seconds Using a Wooden Spoon:

If you don't love pomegranates, it's either because you've never had one or you hate how much work they take to deseed. While many people recommend [peeling it in a bowl of water](#), it turns out there's an even *faster* method: just break it open and bang on it with a wooden spoon. You should have all those seeds in a bowl in about 10 seconds.

(April to June 2017)

KITCHEN CLEANING TIPS :

Clean a Cast-Iron Pan:

Most cooks know that you should never use liquid soap on a cast-iron pan and never scrub it with anything abrasive if you want to maintain its well-oiled nonstick surface. So how do you clean it? Use salt. If the pan will not rinse clean with water and a soft dishcloth, rub it with a few tablespoons of salt and a paper towel, and rinse. Then replenish the oil film by coating the inside surface with a dab of cooking oil.

Cheese Grater Tip:

Keep a clean pastry brush handy for removing every last remnant of grated food left behind in the tiny grates. It works like a charm on both sides of the grater. Disinfect the Garbage Disposal. Deep clean and deodorize a waste disposal unit by grinding ice cubes made with half vinegar, half water.

Clean the grates of the oven:

Remove the grates from the oven. Fill a tub or bucket with warm, soapy water and soak the grates for several hours. Anything coated on the grates will be easier to scrub off. Use a scouring pad to scrub the grates.



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'LAUGHTER IS BRIGHTEST WHERE FOOD IS THE BEST'

A good meal can lift up even the dullest of moods and a good dessert can brighten up the saddest of faces!

Ingredients for Dates and Rice Kheer Recipe:

Dates chopped 1 cup

Rice soaked $\frac{1}{4}$ cup

Milk 4 cups

Almonds sliced 5-6 + for garnishing

Pistachios sliced 3-4 + for garnishing

Green cardamom powder $\frac{1}{2}$ teaspoon

Method:

Step 1

Heat a non-stick pan. Add milk, rice and dates, mix and cook till the rice is fully done.

Step 2

Add almonds and pistachios, stir and cook on medium heat for 3-4 minutes.

Step 3

Add cardamom powder and mix well.

Step 4

Garnish with almonds and pistachios and serve.

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~~~TEENAGERS' LIFESTYLE~~~

Physical activity has a large influence on young people lifestyle. Physical activity improves health condition in various ways. It helps the organism to utilize the calories better, which helps to maintain a desirable weight. Physical activity reduces the appetite and helps in the reduction of the fatty mass of the body. The beneficial influence of physical activity on health mood does not raise any doubts any more. The research reveals that regular training among the youth(and not only, but also by people at any age) is an important factor improving the health. However, too little popularity of psychical activities among the young people is a huge problem. It is a frequent and more and more general problem and causes various diseases such as: heart failure, lungs deficiency, spine problems etc.

Here is a list of advantages of physical activity:

- reduces the risk of heart diseases
- protects before the osteoporosis,
- burning the calorie intensifies,
- favours the masses of the body to lowering and maintenance of the desirable weight,
- leads to the growth of the basic transformation of the matter,
- reduces the appetite
- helps in the reduction of the fatty mass of the body.



Thanks to these useful tips, we can easily build the whole strategy of the healthy lifestyle in order to effectively fight with overweight and obesity.

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WORDS OF WISDOM

DON'T ALLOW YOUR
ATTITUDE
TO STAND BETWEEN
YOUR **HAPPINESS**
AND **YOU...**

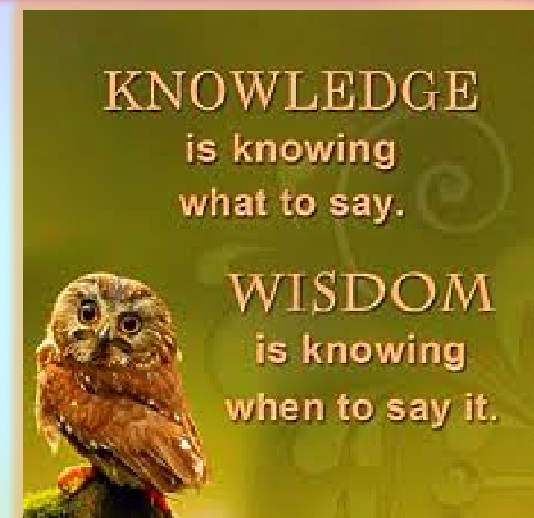
Always Keep
A Positive
Attitude In
Everything
You Do.
www.YouBetterPreach.com

A BAD ATTITUDE
IS LIKE A FLAT TIRE.
IF YOU
DONT CHANGE IT,
YOU'LL NEVER GO
ANYWHERE.

The 3 C's of Life:
*choices, chances,
changes*
You must make a
Choice to take a Chance
or your life will never
Change.

*Never reply when
you are angry.
Never make a promise
when you are happy.
Never make a decision
when you are sad.*

Uploaded On CostSmart.com



(April to June 2017)

THINGS TO KNOW:

INTERESTING FACTS ABOUT INDIA:

The world's first university was established in Takshila in 700 BC. More than 10,500 students from all over the world studied more than 60 subjects. The University of Nalanda built in the 4th century was one of the greatest achievements of ancient India in the field of education.

The Baily Bridge is the highest bridge in the world. It is located in the Ladakh valley between the Dras and Suru rivers in the Himalayan mountains. It was built by the Indian Army in August 1982.

The highest point found on Earth is Mount Everest which reaches a height of 8.8 km.

The lowest point on Earth is called Challenger Deep and at 10.9 km below sea level, it is further than the peak of Mount Everest.



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DID YOU KNOW -

- ~The statue of Liberty is the largest hammered copper statue in the world ~
- ~The exotic marble stone-craft of Agra has been passed on over six generations~
- ~The British museum has a treasure trove of South Indian paintings which go back to the 17th century~

HOME REMEDIES -

Water retention often causes pain due to swellings in the feet and torso. It is highly uncomfortable and painful issue. We bring some natural remedies for relief from it :

PARSLEY :

- Add a few teaspoons of dried parsley in a cup of water and boil.
- Then, leave it to cool for 10mins and drink this tea thrice daily.
- You can also add some lemon juice to the tea for even better effects.

(April to June 2017)



BIRTHDAYS IN JULY	
Supriya Panchal	3rd
Meena Kapoor	3rd
Muriel Christy	4th
Geeta Rao	8th
Elizabeth Fernandes	8th
Gracy Dsouza	9th
Suchitra Gokhale	9th
Shanta Mohan	15th
Monica Mangal	15th
Sandra Rebello	16th
Varsha Sutar	18th
Elizabeth Daniel	19th
Anita Martyres	22nd
Santoshi Bist	24th
Hema Shrigiri	29th
Pushpa Gonal	31st



BIRTHDAYS IN AUGUST	
Joanet Lobo	2nd
Anita Nair	3rd
Annama Williams	3rd
Anna Samuel Williams	3rd
Sita Muralidharan	6th
Swapna Shetty	6th
Kainaz Dalal	6th
Marie Menezes	8th
Maria Sequeria	9th
Swapna Amin	9th
Nirmala Rawat	13th
Varsha Deshpande	13th
Juhi Sadhwani	15th
Preeti Singh	15th
Tesie Anthony Mony	16th
Helen Natto	18th
Saroj Paranjape	20th
Pretty Vaz	24th
Kamala Ramanathan	25th



BIRTHDAYS IN SEPTEMBER	
Geeta Sadhwani	1st
Shernaz Kutar	2nd
Shirley George	2nd
Ratika Khenat	6th
Aparna Deshpande	7th
Preeta Venugopal	9th
Motimary Kaunds	10th
Vrishali Dalvi	11th
Lakshmi Narayan	15th
Padmaja Avachat	21st
Bella Lemos	21st
Surekha Deshpande	22nd
Nawaz Vijaykumar	25th
Maria Kotnis	28th



REGISTER YOURSELF FOR
The 15th National Convention in Mumbai
September 29 to October 2, 2017 at Hotel Taj Santacruz

REGISTRATION FEES* (PER PERSON)

S.No.	FOR IASAP MEMBERS	FOR NON-MEMBERS
1.	Rs. 18,000/- (for Triple Occupancy)	Rs. 24,000/- (for Triple Occupancy)
2.	Rs. 23,000/- (for Double Occupancy)	Rs. 29,000/- (for Double Occupancy)
3.	Rs. 32,700/- (for Single Occupancy)	Rs. 38,600/- (for Single Occupancy)
4.	Rs. 12,000/- (for Non-Residents of Mumbai Chapter only.)	Rs. 17,500/- (for Non-Residents of Mumbai Chapter only.)

** Includes all meals for Residential delegates & Lunch & Dinner for Non-Residential delegates.*

The best gift you could ever give someone is your time because you're giving them something that you'll never get back 😊

Your Feedback and suggestions are always welcome !

Please write to : bakhtawar.battiwalla@thermaxglobal.com



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