



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



(OCT – DEC 2017)

FROM CHAIRPERSON'S DESK

MANAGING COMMITTEE

Hi ! Friends,

CHAIRPERSON
JASMINE JOGI
98220 88938

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

The year 2017 was extremely challenging. With pride I mention that as we celebrate our PEARL ANNIVERSARY this year. Despite the inflation & GST issues we have had to face, my Committee & I ensured that all our members enjoy the special concessions throughout. The year saw everyone, from the Committee Members to Members & Guests gain healthier experience who walked towards building a stronger IASAP, Pune Chapter. I wish you all a happy, healthy and successful 2018 !!!

As we journey through newer challenges, we are fresh enough to start the New Year with a BANG !! We are in the process of arranging interesting Educational Tour to begin with followed by some extremely interesting & informative sessions during the year. My Committee & I, look forward to seeing you all in large numbers going forward.

To know more about our activities do visit our website www.iasapindia.com and also join us on Facebook & LinkedIn.

Warm Regards.
Jasmine Jogi





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**“It is never too late to become what you might have been”
~ George Eliot**

It's an amazing experience every time I interact with our IASAPian family members in any form for suggestions, ideas and improvements for our Newsletter. I would like to personally thank every single person who has contributed to release Brain & Brawn magnificently.

With the festive season in full swing I take this opportunity of wishing one and all A Merry Christmas and A Happy New Year.

We look forward to connecting with you again with zeal & zest filled with greater energy in the coming Year! Do 'Connect' with us through Whatsapp, Facebook and LinkedIn.

Always there !

**Bakhtawar
Editor**





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**OCTOBER
SESSION**



Dr Vinay Koparkar is a renowned cosmetologist in Pune, who has been practicing medicine for more than 25 years. In 2013 he was diagnosed with Non-Alcoholic Liver Cirrhosis. Life thereafter was agonizing for him & his family. The situation got so critical that treatment failed & doctors gave an ultimatum to his life. Then came a turning point. In October 2015 he received a call about a liver donor & successfully underwent liver transplant surgery at Apollo Hospital, Hyderabad. A fortnight, post surgery he was up on his feet & followed a strict health & diet plan. Astonishing a year later, he completed the Ultra Cycle Race from Pune to Goa. **For Dr. Koparkar it was “Zindage Mili Dobara” so he vowed to create awareness about organ donation.** He is now busy delivering talks & awareness lectures on the topic across Maharashtra with the help of Rebirth Foundation team. **Dr. Koparkar gave clarity on myths & confusions on the idea of Organ Donation & educated the members present on how to make the path easier for donors, receivers and volunteers working in the process.**

“Return Gift” is dedicated for the cause of organ donation. For further information visit their website <http://www.rebirthtrust.org> or contact Toll Free No: 1800 274 7444 Email: contact@rebirthtrust.org Alternatively, Dr. Koparkar (M) 98220 73619 / Volunteers : Ganesh Bakale (M) 90110 92859 or Anjali Khandekar (M) 99229 02581 can also be contacted.

This was followed by a brief interesting ppt given by Jasmine Jogi and Bakhtawar Battiwalla on 15th National Convention held in Mumbai. It was well received by the members who could not attend the convention.

The above sessions were held on Saturday 28th Oct, 2017, at 6:30 p.m. at Hotel Shantai.

The ladies in most colourful dress were recipient's of take away gifts.



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On Saturday 25th Nov., 2017 members attended session on **PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (PoSH ACT, 2013)** conducted by Dr. Suresh R Mijar -General Manager at Kirloskar Pneumatic Co. Ltd (KPCL). He is also a Member of KPCL PoSH Internal Committee and has played an important role in establishing PoSH Policy for KPCL.

Dr. Mijar explained & cautioned about the rights and responsibilities under the POSH Act , 2013 through an overview of the key Legal Concepts and capacity building of the Internal Complaints Committee.

He focused on key areas through E Learning Modules & examples on :

- IDENTIFYING UNLAWFUL SEXUAL HARASSMENTS
- UNDERSTANDING THE MEANING AND DIFFERENCES BETWEEN SEXUAL HARASSMENT, BULLYING AND GENDER DISCRIMINATION THORUGH AN INTERESTING E-LEARNING MODULE
- DEFINEING 'AGGREIVED WOMEN', ' RESPONDENT' AND 'VICTIMISATION'
- IDENTIFYING AND DISTINGUISHING BETWEEN SERVICE / MISCONDUCT RULES AND INDIAN PENAL CODE SECTIONS
- DESCRIBING REASONABLE STEPS TO PREVENT AND MANAGE SEXUAL HARASSMENT AT WORKPLACE.





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**NOVEMBER
SESSION**

Contd...

And for all those who were present, the session was followed by sumptuous, mouth-watering lunch.



The Cherry on the cake was a **“CURSORY PREVIEW ON PAPUA NEW GUINEA (PNG)”** by very own dynamic Corporate Facilitator – Hyacinth Arya from CORPORATE FINESSE. She was invited in her personal capacity as a speaker by the organizers of PAPUA NEW GUINEA ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (PNGAAP) during their 20th Anniversary & 16th National Conference at PAPUA NEW GUINEA (PNG) held in October 2017.

The National President - Mea R Lou-Isaac (Mrs) - wrote to our Chairperson – Jasmine Jogi : **QUOTE** “PNGAAP Members and Executive Committee were over the moon with Hyacinth (Cinta) & were blessed with her presence during our national annual conference. She made a huge impact & made the conference alive and buzzing with excitement. Jasmine, we look forward to your confirmation with members of IASAP in large nos. to attend our 24th ASA Congress in PNG. Come and feel the warmth of our sunshine, revel in the beauty of our culture, enjoy our hospitality and expect the unexpected” **UNQUOTE**

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**NOVEMBER
SESSION**

Contd...

Highlights of PAPUA NEW GUINEA (PNG) as shared by Hyacinth Arya

Hyacinth gave a very special inspiring ppt with a bird's eye view about the hospitality & warmth extended by PNGAAP National President, Executive Committee & Members. She also shared information about this magnificent country, the amazing people, culture & exchange of know-how.

- ❖ They are the most prayerful and god fearing people. They are constantly invoking the Lords blessings. Christianity is the main religion. English and Motu are the main languages.
- ❖ They are keen to progress and learn. Hence are very efficient and active listeners. They take part in discussions and the Q & A sessions. They have the power of questioning. They live very simple lives. They are happy and content with what the Lord has given them.
- ❖ The climate is warm and also nice during the nights. The nature park and other places of tourist visit are worth seeing. PNG has a lot of malls and very good shopping places too. Surrounded by sea on all sides, they relish Fish and Wallaby's the smaller version of a kangaroo.

The session ended with thanks to our speakers and everyone present. Members who were accompanied by guests were given a gift as token of appreciation.

Glimpse of the PNG Conference is as below





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We celebrated the much awaited Christmas Party with our members. Music, games and fun galore. Guess who was our Santa this year – She was none other than our very own member Doreen D'souza – the honour for makeup & costume goes to Hyacinth Arya.

Gift Vouchers from Junglehood & Zonar Therapy Center were given to participants & winner of the games. This was complimented by mini Chinese Cruise customized especially for us by the expert chef – Courtesy Hotel Royal Orchid Central on 17th December 2017 .





Estd. 1970
PUNE CHAPTER

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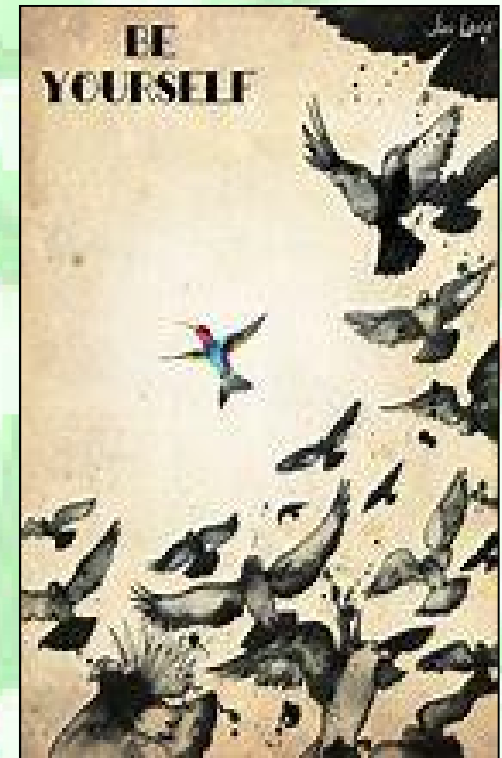


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To Be Your Best Self

The good you find in others, is in you too.
The faults you find in others are your faults as well.
After all, to recognize something you must know it.
The possibilities you see in others, are possible for you as well.
The beauty you see around you is your beauty.
The world around you is a reflection, a mirror showing you the person you are.
To change your world, you must change yourself.
To blame and complain will only make matters worse.
Whatever you care about, is your responsibility.
What you see in others shows you yourself.
See the best in others, and you will be your best.
Give to others, and you give to yourself.
Appreciate beauty, and you will be beautiful.
Admire creativity, and you will be creative.
Love and you will be loved.
Seek to understand, and you will be understood.
Listen and your voice will be heard.
Show your best face to the mirror,
and you'll be happy with the face looking back at you.

Uma Nandedkar



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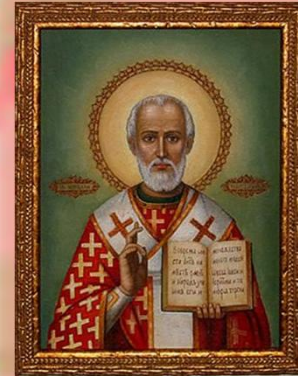
The Man Behind the Story of Father Christmas/Santa Claus :

St. Nicholas was a Bishop who lived in the fourth century in a place called Myra in Asia Minor (now called Turkey). He was a very rich man because his parents died when he was young and left him a lot of money. He was also a very kind man and had a reputation for helping the poor and giving secret gifts to people who needed it.

The most famous story about St. Nicholas tells how the custom of hanging up stockings to put presents in first started! It goes like this:

There was a poor man who had three daughters. The man was so poor that he did not have enough money for a dowry, so his daughters couldn't get married. One night, Nicholas secretly dropped a bag of gold down the chimney and into the house. The bag fell into a stocking that had been hung by the fire to dry! This was repeated later with the second daughter. Finally, determined to discover the person who had given him the money, the father secretly hid by the fire every evening until he caught Nicholas dropping in a bag of gold. Nicholas begged the man not to tell anyone what he had done, because he did not want to bring attention to himself. But soon the news got out and when anyone received a secret gift, it was thought that maybe it was from Nicholas.

Because of his kindness Nicholas was made a Saint.



Bakhtawar Battiwalla



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IT IS GOOD TO KNOW THAT

The **foundations** of character are built not by lecture, but by bricks of good examples, laid day by day.

Ability will enable a man to get to the top. But his character is the only thing that keeps him from falling off.

Whatever you can do, or dream – you can begin it. Boldness has genius, power & magic in it.

In every success story, you find someone has made a courageous decision.

Nothing of value comes to you without you having to make an effort.

Friendship is like china dish, costly rich & rare, when broken can be mended but the crack still remains there.

A GOOD HEALTH AND POSTURE TIP

Good posture gives one good health. Slouching does harm to health and appearance. If you are a sedentary worker, see that proper posture is practiced, this will enable you to sit that way for hours. Walking gives exercise to the legs, chest, back & arms. It rejuvenates the lungs and heart & freshens up the whole nervous system. SO KEEP WALKING.

Jasmine Jogi



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A visit to Mother Teresa's Home left us emotional

This was our third visit to Mother Teresa's Home, Chinchwad on 13th Dec 2017. Just like last year, we decided to offer a meal to ninety inmates of this home. This is not about serving meal, but various emotions that we went through during and after this visit.

I was excited to visit this place with the hope that I would be meeting a few of them who had touched my heart during my last visit. We walked around greeting all of them, some who recognized us though it was after a year, some searching to find their loved ones in us. I searched for "Kaka" who during my last visit thought I was his family member visiting him and kept saying "I recognized you, I knew you would come to visit me." I pretended to be one as I did not want to break his heart. In this home, I found that many were neglected and abandoned by their family members. The Missionary Sisters in Mother Teresa's home provide a family-like atmosphere with their love and care. But, one can still feel the emptiness in their eyes as they miss their family and long for them.

Every person I am sure will narrate a heart-breaking story just like Kaka narrated to me when I first met him. But where was Kaka? I searched through the rooms but couldn't find him. Alas! I did not even know his name as I addressed him as Kaka. I described to the Sisters who I was looking for, only to find that he is no more. My heart broke to hear this. If only I could have made a few more visits in between and not wait a year to visit him again.

We met Fr Pravin at this home, he is pursuing law in Bangalore. He was here to serve for a month in Mother Teresa's home. A very enthusiastic priest who addressed us and thanked us for this gesture. His thoughts on we serving God through the neglected, touched us.



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Contd

A visit to Mother Teresa's Home left us emotional

His concluding **pleading** words "**Do not ever bring your parents to an old-aged home,**" brought tears to our eyes. We left this place with a grateful heart with the feeling that "**love of a family is life's greatest blessing.**"

But the words of Fr Pravin kept ringing in my ears; putting a loved one in an old-aged home is like saying "I just give up! I cannot take care of you now. I just do not have the time nor the energy to look after you" comes to my mind. Loved ones who sacrificed to bring up kids, who have attended to every cut knee and emotional wound, who ensure that their kids have a great future, later to be left in an old-aged home by their kids.

Of course Roti, Kapada aur Makan is provided in these homes and love too but there can be no better feeling of being loved by one's own blood relation whom they consider their very own. I know many who say, "we need to be practical". There is no option but to keep the old in a home for the aged, a situation that leads them to drive their old parents to these homes as they are helpless and physically drained to look after a sick loved one and manage work too. I wonder why parents do not speak the language of being practical when they bring up their kids? Why do they sacrifice, struggle and stretch to provide the best for their kids? As rightly said, "Parental love is the only love that is truly selfless, unconditional and forgiving. Parents are the only ones obligated to love you; from the rest of the world you had to earn it."

Now with Donald Trump planning to scrap Obama Policy on "Protect Immigrant Parents", leaves me thinking

Monica D'souza

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Marie Biscuits Choco Balls

Ingredients :

14-15 Marie Biscuits
2 tbsps Butter
2 tbsps Cocoa powder
1 tbsp desiccated coconut powder (optional)
Vanilla essence few drops (optional)
6-7 tbsps of condensed milk



Make a powder of 14-15 Marie biscuits in the mixer. Sieve and use the fine biscuit powder. Beat 1½ tbsps butter till smooth. To this, add the biscuit powder, 2 tbsps cocoa powder, 1 tbsp desiccated coconut powder (optional), few drops of vanilla essence (optional) and 6-7 tbsps of condensed milk and combine well to form smooth dough.

Grease your fingers and palm with melted butter or ghee and roll into small balls. Keep aside. Roll the balls in sprinkles or desiccated coconut and serve. You can eat them plain too, the way I like them. OR place a glazed cherry in the center and form a ball of the chocolate dough.

Dilnavaz Nekoo



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Peter Piper

Peter Piper picked a peck of pickled peppers. A peck of pickled peppers Peter Piper picked. If Peter Piper picked a peck of pickled peppers, where are the pickled peppers Peter Piper picked?



I wish

I wish to wish the wish you wish to wish, but if you wish to wish the witch wishes, I won't wish the wish you wish to wish.

Solving a problem



A problem of solving a problem is not a problem, but when a problem solves a problem without any problem, then the problem is not at all a problem.



Tongue Twisters



TONGUE TWISTER

A SKUNK SAT ON A STUMP AND THINK THE STUMP STUNK, BUT THE STUMP THINK THE SKUNK STUNK.



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January



BIRTHDAYS IN JANUARY

| | |
|------------------|------|
| Kalpana Shetty | 1st |
| Nilima Deshpande | 4th |
| Gomathy | |
| Gopalkrishnan | 9th |
| Jaya Lingham | 11th |
| Navaz Kias | 11th |
| Jeroo Tarapore | 13th |
| Clara Jagallo | 18th |
| Manjusha Pillai | 18th |
| Hemlata | |
| Aravandekar | 19th |
| Subhangi Patole | 21st |
| Daisy Mehta | 22nd |
| Radha Nair | 23rd |
| Prema Karki | 23rd |
| Katy Gurjal | 23rd |
| Aarti Shah | 25th |
| Parna Banerjee | 31st |

February



BIRTHDAYS IN FEBRUARY

| | |
|------------------|------|
| Rachel Pereira | 1st |
| Binita Dedia | 4th |
| Thankam Nair | 6th |
| Payal Doshi | 13th |
| Maria Romel | 19th |
| Melany Carvalho | 20th |
| Shweta Naik | 23rd |
| Swarnalata Soans | 25th |
| Annabella Salis | 26th |



March



BIRTHDAYS IN MARCH

| | |
|-----------------------|------|
| Prapti Deshpande | 1st |
| Vidya Israni | 1st |
| Mithoo Wadia | 3rd |
| Akriti Kapoor | 3rd |
| Uma Nandedkar | 4th |
| Sarita Virmani | 5th |
| Bakhtawar Battiwalla | 6th |
| Joanna Fernandes | 7th |
| Saradha Krishnamurthy | 8th |
| Anita Dixit | 8th |
| Agnes Rapheal | 9th |
| Ekta Gurnani | 17th |
| Victoria Dias | 23rd |
| Pushpa Desai | 23rd |
| Merlyn Woolger | 24th |
| Zohra Poonawalla | 24th |
| Beatrice Menezes | 27th |





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My special thanks to all those who have sent appreciating mails for our Newsletter.

Please send in your write ups / interesting tips / contributions for our next newsletter to :

bakhtawar.battiwalla@thermaxglobal.com

&

We are online at www.iasapindia.com

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