



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

FROM THE CHAIRPERSON'S DESK....

MANAGING COMMITTEE

CHAIRPERSON

BAKHTAWAR BATTIWALLA
9890175552

VICE CHAIRPERSON

MONICA D'SOUZA
9850152385

HONORARY SECRETARY

ASSUNTA CHRISTY
9850893540

HONORARY TREASURER

ANNABELLA SALIS
9822895157

COMMITTEE MEMBERS

PREETA VENUGOPAL
9922933387

RATIKA KHENAT
9970067693

DAISY D'SOUZA
7057465475

IMMEDIATE PAST CHAIRPERSON

BEROZE DIVECHA
9763708722



Dear members,

"Success is the sum of small efforts, repeated day-in and day-out".
— Robert Collier

Success means different things to different people. For some, it means climbing to the top of the corporate ladder, or creating a brand or product that changes the world. For others, it's getting paid to do what they love, or having the freedom to work on their own terms. But no matter what success looks like for you, one thing is certain—having the right mind-set is the key to getting you there.

Everyone needs a little push sometimes. Whether you're starting out on a new career path or need a burst of motivation, these inspiring words will remind you that success is possible.

Ladies, my success as a Chairperson in the past two years goes to all my dear members. It wouldn't have happened without your support and encouragement. My journey on this path was also not possible without the team work of my committee members Monica, Assunta, Annabella, Preeta, Ratika, Daisy and Beroze who stood by me as a pillar. I am also thankful to all the Past Chairpersons and members for their valuable support and guidance.

Thank you everyone for your active participation for all the sessions in large numbers in the past two years. I owe my SUCCESS to all of YOU 😊. I shall be happy to pass the baton to the New Chairperson & Managing Committee. Good Luck to all of you and keep rocking!

Always there!
Best Wishes
Bakhtawar Rumi Battiwalla





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January to
March
2024

FROM THE EDITOR'S DESK.....



Dear Friends!

Life is Simple

Living a simple life is about pairing back, so that you have space to breathe. It's about doing with less, because you realize that having more and doing more doesn't lead to happiness. It's about finding joys in the simple things, and being content with solitude, quiet, contemplation and savoring the moment.

One of the biggest benefits of simple living is the fact that it has less or no stress. Without as much to worry about, you can say goodbye to high stress levels.

Simplicity avoids waste, avoids value clashes complicated by greed, fear, peer pressure and a false sense of identity. From simplicity grows generosity and sharing. Simplicity is putting others first with kindness, openness, pure intentions - without expectations and conditions.

I am a fan of Mr. Suresh Srinivasan, a world renowned motivational speaker and corporate trainer. I have subscribed to his You Tube channel "Simple Srinivasan". Some tips shared by Mr. Srinivasan are:

"When you are in a stressful situation take a deep breath. Taking a deep breath calms your mind."

"Every day is special, don't save something for a special day. We don't know "Kal Ho Na Ho"

"If you don't get what you want then enjoy what you already have."

"Contentment is natural wealth. Luxury is artificial poverty. Look where you were and where you are now, be content and have a smile on your face.'

'Life does not have a ribbon around it but it is the most precious gift, enjoy this gift of life.

Remember Life is Simple!!!

**Tons of Love,
Daisy Dsouza**



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

January 2024

Mindful Leadership - Recharge and Lead with
Purpose by Ms. Gitanjali Thite



An amazing and truly interesting session by Ms. Gitanjali Thite on her topic “Mindfulness in Leadership”

MINDFULL OR MINDFUL

Mindfulness is more about emptying your mind and letting go of the thoughts that you can't hold on to. It is an awareness of one's internal state and surrounding. Between stimulus and response there's space. In that space is our power to choose our response. Part of the practice of mindfulness involves being open, curious and accepting and to stay away from judgements.

Mindfulness in leadership involves being fully present in the moment and paying attention to your thoughts, feelings and surroundings. This approach can bring numerous benefits like improved decision making, better communication, increased resilience and greater self-awareness.

Some techniques to cultivate mindfulness:

Mindful breathing - practice mindful breathing from slow down to speed up paying attention to the breath coming out of your body, noticing how and where you feel it in the body without trying to change it.

Ten finger Gratitude - Use your fingers to count the small things in your life for which you feel grateful. It's important to keep going until you find ten things, even if it gets harder after three or four.

Joy Jar - using small slips of paper write down one thing that you are grateful for on each. Fold and place in the jar. It is the simple way to cultivate, collect and remind the good things in your life.

Key Takeaways:

Mindfulness teaches us to be aware of the present moment.

Mindfulness get us out of the auto pilot mode so we can enjoy life more.

Mindfulness stops our stress response, makes us aware of the stress triggers and increase resiliency to stress.

Mindfulness decreases emotional reactions and enhances thoughtful response.

Mindful leadership aims to develop self-awareness and compassionate leaders.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

February 2024
Educational Trip - Visit to Weikfield
Foods Pvt. Ltd. And Snehalaya Institute



The much awaited session of the year “Educational Trip” finally arrived on Sat, 24th February 2024. Members were excited, all were looking bright and beautiful with different shades of orange attire. After a long and chirping bus ride we arrived at the Weikfield Foods Pvt. Ltd., Bakori unit. Mr. Rahul Gavade welcomed the members and gave a general introduction of the Unit’s establishment, working and functioning of this Mushroom Manufacturing Unit. As we had to break our fast, we were served hot idlis with delicious sambar & chutney and garam chai. Mr. Sandeep Vasgadekar and Ms. Manisha Karpe shared and discussed a presentation about “Eco Valley” mushrooms in detail. It was an interactive session and queries raised by the members were explained in detail.

We were escorted to the manufacturing unit, on the way they showed us the solar panels installed on a huge vacant place through which the unit gets its electricity. Manure required for the growth of the mushrooms is also done in-house. We finally entered the freezing cold chambers the house of mushrooms. It was a beautiful and amazing sight with bags and bags of freshly sprouted white mushrooms all around us. Members enjoyed clicking selfies and group pics with these beautiful mushrooms.

It’s shopping time and all were busy placing their orders for mushrooms. Meanwhile, we were served fresh n yummy mushroom salad. We bid goodbye to the team and were on our way to their another Unit at Lonikand. Mr. Yogesh Satav welcomed us and as it was almost lunch time, they served us simple and delicious vegetarian lunch.

Mr. Satav continued with the general introduction of the Unit’s establishment, working and functioning at Lonikand. He was accompanied by Mr. B. N. Gohokar, Mr. Chandrakant and Mr. Ningraj Kambble and they discussed about the plant and its products in detail. We were then taken for the factory round all dressed with aprons, hand gloves, face mask and caps. It is a state-of-the-art plant requiring minimal human intervention for its various products viz. Pasta, Custard powder, Jelly mix, Falooda mix and varieties of Green Tea. Members then got the products for which they had placed the order before-hand and bid goodbye after enjoying a cup of hot masala chai.

A big thank you to our dear member Mrs. Shirley Pinto for organizing this trip for us. It was very well organized and God Bless you dear.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

Visit to Snehalaya Institute is always a pleasure as we get to meet and connect with the innocent, smart, brilliant and beautiful kids out there. The members were greeted by Fr. Sunny Joseph, Sr. Cecilia and Rekha Mam. Members enjoyed interacting and being playful with these loving angels. The kids too were happy and excited to meet all of us. Some generous members donated in cash and kind.

Interacted with Ms. Shraddha Kadlag, a brilliant and talented youngster, was amazed and happy to know that she is a Content Writer at such a young age. She is pursuing B.A. in English from Symbiosis Skills & Professional University. Few of her other skills are Blog posts, Website blog writing, Email Marketing, Copy writing, Digital marketing and Web designing. Way to go Girl! May God bless you abundantly!

We were served tea and snacks and freshly baked in-house yummy cookies. Members then spent time in shopping; all the beautiful and innovative products viz. candles, bouquets, jewelry, wall hangings, woolens, etc. are all hand made by the older children there. It was truly a day well spent bonding with these children once again.

God Bless one and all at Snehalaya!





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

March 2024
Accelerating Gender Equality through Economic
Empowerment - Adv. Nilima Deshpande



Do you agree that empowering women with knowledge about their rights and legal resources can contribute to a more just and equitable society where they can thrive without fear of discrimination or injustice?

Is it crucial to prioritize legal education and awareness programs targeted specifically at women?

Adv. Nilima Deshpande threw light on the challenges & opportunities in the context of Gender Equality & Laws for Women in India.

Nilima through her 6 Supreme Court case studies showcased the need for women to know their legal rights so that they can demand justice and take steps to improve their circumstances.

Highlights of her session:

1. Not being aware of laws and regulations often put women at a disadvantage in the workplace and they are deprived of entitlements, such as maternity leave, equal pay or protection against workplace harassment. Hence, awareness on these is mandatory.
2. Prevailing social unconscious biases are a major setback in the growth and success of women worldwide. We all should come forward to challenge these beliefs and behaviors.
3. One of the important goal of the "UN Sustainable Development Goals" is Gender Equality & equal opportunity to women, hence every individual needs to consciously put their efforts to close the gender inequality gap.

And finally, we all took a pledge to contribute our bit to eradicate the gender roles by raising our boys and girls without any bias. The session was graced by the loving presence of Nilima's mother Mrs. Mandakini Khadkikar who is Nilima's source of strength & inspiration. God bless you both!



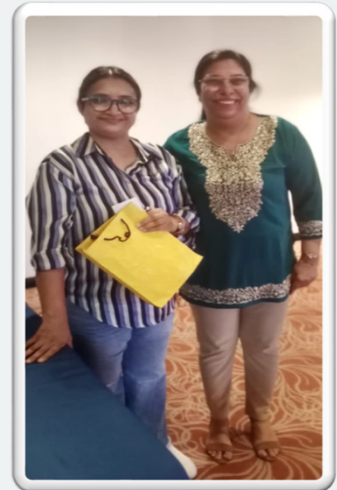
Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

A big thank you to Team Corporate Culture for gracing the occasion with their valuable presence and the beautiful gift.

The success story of Ms. Shalu Richard from a sales representative in a reputed organization to a CEO of her own Company is truly motivating and inspiring. Mr. Atul Ranjan and Mr. Amar Hinduja are the 2 strong pillars of Corporate Culture.

Wishing you abundance and prosperity in all your endeavors.





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024



CONGRATULATIONS HYACINTH
We are so very proud of YOU



Hearty Congratulations on being chosen for the most coveted Woman's award in our nation
"Women of Substance Network and Award 2024"

Congratulations for being one of the honorable speaker at 2024 International Forum and Carnival on Educational Sustainability organised by Taiwan Creative Economy Association (TCEA) to enlighten the delegates on the topic BRICS Talents, Life and Education (BRICS - Brazil, Russia, India, China, South Africa, Egypt, Ethiopia, Iran, and the United Arab Emirates)

CONGRATULATIONS MINAL
Cheers to your achievement



“तेजस्विनी महाराष्ट्राची”

राज्यस्तरीय पुरस्कार २०२४

आले संकट किती तरी
न डगमगता सामोरी जाणारी तू
दगड दन्यातून वाट चालत
कठीण मार्ग पार करणारी तू.
दुःखात साथ न सोडता,
सुख दारी आणणारी तू
प्रयत्नांना लाभलेली उन्नती तू
आजच्या युगाची प्रगती तू
सान्या विश्वाची जननी तू
तूच तेजस्विनी, तेजस्विनी, तेजस्विनी,

S.S. CINEVISION.... चा सलाम
(सिकंदर सय्यद - चित्रट निर्माता लेखक दिग्दर्शक)



Mrs. Minal Harné
Administrative Service



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024



Chai time with Tesie!



Hi friends,

Greetings and well wishes from me to all the smart ladies!

I start my day by expressing gratitude to God for the many blessings he has showered upon me and ask his will to be done in my life because I know he has the best plan for my life and I pray that I should only meet the people whom he wants me to meet and say the things which he wants me to say and hear the things which he wants me to hear.

Though I worked 30 years in corporate world, I always had a dream to have my own business. The opportunity came during the pandemic, when, it was difficult to continue the job and I got introduced to a Business Concept. My daughter inspired me to fulfil my dream. I immediately grabbed the opportunity. The book - 'Question is Answer' helped to have a clear vision to start a business of my own and do the root cause analysis to know why I wanted to get into business than doing a job.

Dreams and Goals can be achieved only with long term vision. My Secret Mantra is PATEINCE and PERSISTENCE. I am a Team Leader and a coach to nearly 500 Business Partners and I conduct presentation and demo about this Business Concept to many institutions and many professionals at a time. I would like to be famous as a very caring and supportive Team Leader. I would like to dedicate my success to the strong support of my Team.

IASAP Pune has changed my life completely, it developed my personality, which boosted my confidence to fulfil my dream, to start a business of my own and to enable others to get an extra source of income for lifetime. Women empowerment is what I got from IASAP and it is what I aspire to give back to IASAP and to the society at large.

Thank you,

Tesie Anthony



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024

In her second Innings and at the age of retirement, Tesie took the bold steps of starting her own business. We congratulate you for taking a big leap and empowering so many people around.

If Tesie, were to write a book she would name it 'Candle' because all her life she has been more concerned about others than herself and has made unimaginable sacrifices in her life for the benefits of others.

Wishing you and your team good luck and may you achieve great heights.

Best Wishes, Assunta Christy

YOU
GO
GIRL!





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

January to
March
2024



Daisy Amaria	2-Apr
Viola Bhaskerrao	3-Apr
Veena Bengale	5-Apr
Vanita Jagdale	7-Apr
Lata Khedkar	12-Apr
Veera Chawla	12-Apr
Kashmira Jijina	14-Apr
Rosy Pereira	18-Apr
Swati Nikam	19-Apr
Meenakshi Bhan	29-Apr
Kanta Ahuja	30-Apr

Swananda Ghofing	2-May
Ragini Mudaliar	4-May
Zeenat Naik	4-May
Jasmine Jogi	7-May
Supriya Vanarase	7-May
Manije Menuchehry	8-May
Vaishali Vaidya	10-May
Magdalena (Maggie) Menezes	14-May
Annamma Kuruvilla	15-May
Kashmira Vakharia	15-May
Sheila Ferraro	17-May
Usha Abnave	19-May
Santoshi Bist	22-May
Susan Varghese	26-May
Annserin Falcao	27-May
Sunita Madhure	27-May
Teresa Mascarenhas	28-May
Nazneen Limboowalla	29-May

Alkaa Mehta	1-Jun
Effie Castellino	1-Jun
Roshan Divecha	5-Jun
Jennifer Kumar	7-Jun
Minal Harne	7-Jun
Preeti Purswani	11-Jun
Poornima Chainani	12-Jun
Thankam Kuriakose	14-Jun
Seema Kudiya	15-Jun
Zenobia Pajnigar	17-Jun
Safia Hamsa	18-Jun
Annie D'souza	18-Jun
Perviz Patel	23-Jun
Swati Shirwale	26-Jun
Suchita Kadam	27-Jun
Sarrah Gupta	29-Jun
Deepali Molekari	30-Jun



May your Birthday be filled with Happiness, Blessings and plenty of Cakes!!!

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