



# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

April to  
June  
2023

## 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

## FROM THE CHAIRPERSON'S DESK....



Management is doing  
things right.

Leadership is doing  
right things

Dear Members,

**“Every project is an opportunity to learn, to figure out problems and challenges, to invent and reinvent.” [David Rockwell](#)**

As we walk towards another year, I take this opportunity to thank all my dear members for re-electing me as your Chairperson for 2023-24. The biggest lessons I have learnt were probably the times where I had the biggest setbacks and the biggest challenges. Some challenges were brought to us and some we made it ourselves 😊. We took them as an opportunity to advance our careers. Sometimes it's not so much about the challenge itself, but how we deal with them, learn to overcome and move forward. I must mention, the year gone by were full of challenges in this changing times, we kept ourselves motivated, learnt new things, got in new ideas to improve, drew clear and simple conclusions and worked well as a team.

A big thank-you to my Committee for their constant support and teamwork. When we feel that our hard work is being noticed and appreciated, it encourages us to continue striving for excellence.

Best wishes to all you dear ladies and stay Blessed ! Always there!

Bakhtawar Rumi Battiwalla  
Chairperson





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## FROM THE EDITOR'S DESK.....

Dear Friends,

I am glad to connect with you'll once again through this newsletter. Hope you and your family are doing good!

A big thank you to all the dear members who attended the AGM and for re-electing the Managing Committee. Trust is a small word with a big concept. We thank you for the trust bestowed on us and we assure to give our best in all our duties and responsibilities.

**It's a Beautiful Life!** We are beautifully and wonderfully made by our God. So, let's enjoy this beautiful life by being happy and spreading joy and cheer to everyone around us. Very little is needed to make a happy life; it is all within our self, in our way of thinking. Start your day with a smile and lots of joy in your heart.

Life has five pillars i.e., family, friends, kindness, honesty and humility but the foundation is always Love. A Beautiful Life does not just happen, it is built daily by prayer, humility, sacrifice and love. Keep on encouraging one another, it makes life beautiful.

Sometimes, it's not how long we live but how we live it. Be a channel of joy and blessing to others.

So dear friends, live your beautiful life Queen size!

Love,  
Daisy Dsouza







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## April 2023 Administrative Professional Week - Cookery Show

Come **APRIL** and its time for the Administrative Professionals Week, a much-awaited time of the year!

International Administrative Professionals Week celebrates the work of secretaries, administrative assistants and other office professionals for their contributions to the workplace. The theme given by our Mumbai HQ for this year was **Improvise Adapt and Collaborate**.

IASAP Pune Chapter, started the celebration with the customary cookery show on 23<sup>rd</sup> April 2023 at Crowne Plaza. Chef Subhojit and his team demonstrated and shared the recipes of soups, dumplings and chicken wraps. The demo was as interesting as the presentation of dishes and yummy as well. The small tips and tricks were worth noting. Each member present went back with a lovely gift.





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April 2023  
Administrative Professionals Day  
Boss Secretary Dinner

29th April 2023 was special event as we celebrate the Administrative Professional Week 2023. The Bosses and Secretaries of Pune Chapter made their way to Westeria Hall, Hotel Crowne Plaza, Pune to embrace the magic of the night. The gala event began with a warm welcome to everyone by our Vice-Chairperson Monica D'souza. Our Chairperson Bakhtawar Battiwalla addressed the gathering followed by graceful, spiritual dance of Ganesh Vandana performed by Havovi Battiwalla. Bakhtawar invited the keynote speaker Ms. Sheetal Bapat, Social Impact Head at JetSynthesys who shared her insights on our theme - **Improvise, Adapt and Collaborate**.

Monica D'souza kept the crowd engaged with her witty jokes and conducted swift games for bosses and all the guests present. Spot prizes were given to lucky winners. Clayton - our member's son and his friend Aditi are *Bachata* choreographers. They got the crowd engaged with simple steps of *Bachata* - a dance form. Our ladies enjoyed the evening with fun and laughter.

Bakhtawar thanked Crowne Plaza, General Manager Mr. Anurag Saha and Mr. Mohammed Sarfaraj for their generous sponsorship for the venue and sumptuous spread of dinner buffet. She also thanked our co-sponsors - Four Points by Sheraton Pune for meal vouchers and KUUBER events.

We are immensely grateful to all the bosses for sparing their valuable time despite their busy schedule. We are also thankful to our guest speakers for the year Ms. Maria Pontes and Mr. Arun Singh for joining the event. Special thanks to our All-India President Ms. Kashmira Gamadia from Headquarter to join us all the way from Mumbai. Last but not the least a big thankyou to our dear members and their spouses for gracing the occasion.

Our heartfelt thanks to all who have made this day successful, enjoyable and memorable. It was overwhelming to receive appreciation notes, from the members to the Managing Committee for the successful event.







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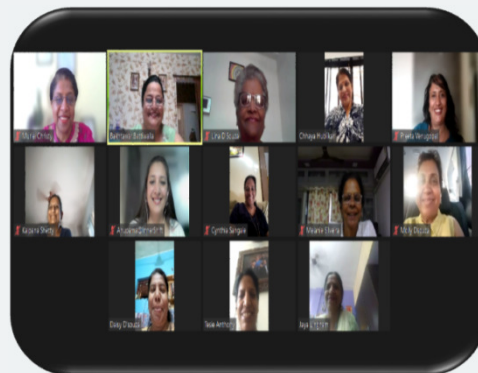




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May 2023  
Creating Excellence with NLP  
By Ms. Anupama Pradhan



On Sunday, 14th May 2023 we had an interesting and mindful session by Ms. Anupama Pradhan, Life Coach/Trainer/Educator/Speaker/Founder - Inner Shift

Humans have the wonderful ability to adapt and change. As such, we have the capability to create excellence in the life we choose. We wonder how some people manage to create that excellence whilst others just go with the flow. Anupama made us aware how NLP - Neuro Linguistic Programming, helps us to create that excellence.

Neuro - How we think

Linguistic - Language and non-verbal communication

Programming - Refers to our unconscious behavior. The art of using the language of the mind.

Anupama shared an example of a lady who was shy, timid and emotionally weak initially, later on became a bold, strong woman who could speak up for herself and her children due to techniques of NLP.

She also shared her own example of she could alter the relationship with her eldest son from a disturbed to a loving one by using this powerful mind technique.

She also took us through some live exercises through which we could change our perception of the situation and negative codes to positive / empowering codes.

Key take aways:

- Enhance one's ability to behave positively and constructively
- Make sustainable changes in our attitude
- Communicate and understand others
- Ask powerful questions to achieve positive outcomes

Since everything is a reflection of our minds, everything can be changed by our minds.





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

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June 2023  
Annual General Meeting



Re-Elected Committee Members with our RO, Ms. Anubha Ramgopal

The 36<sup>th</sup> Annual General Meeting (AGM) of IASAP Pune Chapter held very smoothly and successfully on Sunday, 4<sup>th</sup> June 2023 at 4 pm in the presence of Returning Officer (RO) - Ms. Anubha Ramgopal, the All India President of IASAP - Ms. Kashmira Gamadia, Managing Committee and our 42 members.

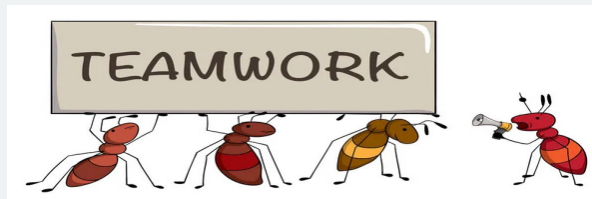
Ms. Ratika Khenat introduced Ms. Anubha Ramgopal, RO to our members. Mrs. Anubha Ramgopal declared the results after receiving 100% acceptance from the attended forum. The Managing Committee Team of 2022-23 is being re-elected for the year 2023-24.

Oath taking ceremony was conducted by the elected Managing Committee Team.

We sincerely appreciate the generous donation by Ms. Lina D'souza, a member of IASAP Pune Chapter since its inception, who handed over a cheque of Rs. 20,000/- as a donation to the IASAP Pune Chapter. Thank you so much Lina for your kindness and trust in IASAP Pune.

Mrs. Kashmira Gamadia expressed her views on the proceedings of the AGM and appreciated the work done by the Pune Chapter. She also presided the "Member Get Member" awards to Ms. Teresa Mascarenhas, Ms. Uma Nandedkar, Ms. Kalpana Shetty, Ms. Sheetal Raote and Ms. Payal Bhatia.

The AGM was concluded with the vote of thanks to the guests and members by Ms. Preeta Venugopal.



**Congratulations Kalpana! You Rock!!!**



I am the winner for  
perfect costume 😊  
And credit goes to  
dear Hyacinth for  
costume design 😊  
- Kalpana Shetty



Ms. Kalpana Shetty received first prize for perfect costume – Hawaiian theme  
Organized by Aapla Aawaz Aapli Sakhi & Reliance Mall

**Why do businesses care about sustainability?**



Sustainability improves the quality of our lives, protects our ecosystem and preserves natural resources for future generations.



In the corporate world, sustainability is associated with an organization's holistic approach, for the long-term growth and survival of any business.





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IASAP Pune Chapter extends a warm welcome to **Meera Joshi!**



Meera has done her Diploma in Biomedical.

She is working with Art of Living and oversees Information Centre for Pimpri Chinchwad area.

She loves to eat pani-puri, chatting with people, cooking new veg dishes.

She draws her energy from meditation and learning new things.

She describes herself as self motivated, dedicated and gives her 100% in whatever she does.

Wishing you Good Luck and active participation.



## Be Civilized



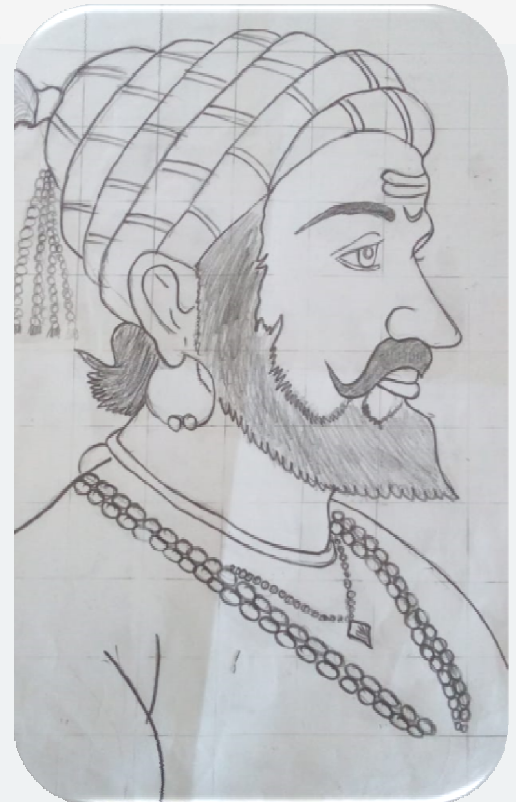
"Years ago, anthropologist Margaret Mead was asked by a student what she considered to be the first sign of civilization in a culture. The student expected Mead to talk about fishhooks or clay pots or grinding stones.

But no. Mead said that the first sign of civilization in an ancient culture was a femur (thighbone) that had been broken and then healed. Mead explained that in the animal kingdom, if you break your leg, you die. You cannot run from danger, get to the river for a drink or hunt for food. You are meat for prowling beasts. No animal survives a broken leg long enough for the bone to heal.

A broken femur that has healed is evidence that someone has taken time to stay with the one who fell, has bound up the wound, has carried the person to safety and has tended the person through recovery. Helping someone else through difficulty is where civilization starts, Mead said."

We are at our best when we serve others. Be civilized.

Artwork by our BPC Candidate, Ms. Sakshi.







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Count your life by  
smiles, not tears.  
Count your age  
by friends, not  
years. Happy  
birthday!



Meena Kapoor	3/Jul
Supriya Panchal	3/Jul
Muriel Christy	4/Jul
Elizabeth Fernandes	8/Jul
Geeta Rao	8/Jul
Zeeba Irani	8/Jul
Gracy D'souza	9/Jul
Suchitra Gokhale	9/Jul
Hetal Negandhi	11/Jul
Monica Mangal	15/Jul
Shanta Mohan	15/Jul
Sandra Rebello	16/Jul
Elizabeth Daniel	19/Jul
Anita Martyres	22/Jul
Cynthia Sangale	31/Jul
Pushpa Gonal	31/Jul

Joanet Lobo	2/Aug
Anita Nair	3/Aug
Sita Muralidharan	6/Aug
Marie Menezes	8/Aug
Maria Sequeira	9/Aug
Nirmala Rawat	13/Aug
Tesie Mony	16/Aug
Helen Netto	18/Aug
Saroj Paranjape	20/Aug
Preety Vaz	24/Aug
Swananda Ghoting	2/May
Kamla Ramanathan	25/Aug

Geeta Sadhwani	1/Sep
Shernaz Kutar	2/Sep
Ratika Khenat	6/Sep
Aparna Deshpande	7/Sep
Preeta Venugopal	9/Sep
Vrishali Dalvi	11/Sep
Prajakta Kore	14/Sep
Lakshmi Narayan	15/Sep
Angelica Valentine	16/Sep
Padmaja Avachat	21/Sep
Surekha Deshpande	22/Sep
Ashwini Agnihotri	25/Sep
Nawaz Vijaykumar	25/Sep



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