



BRAIN AND BRAWN

Quarterly Newsletter (July 2016 – September 2016)

Managing Committee

Chairperson
Jasmine Jogi
020 2682 2205

Vice Chairperson:
Uma Nandedkar
020 26727011

Hon Secretary:
Preeti Purswani
020 66262370

Hon. Treasurer:
Beroze Divecha
020 49006000

Committee Member:
Dilnawaz Nekoo
020 26727004

Committee Member:
Anita Martyres
020 26159641

Committee Member:
Bakhtawar Battiwala
020 6605138

Committee Member:
Anita Dixit
+9922956244

Committee Member:
Seema Kudiya
020 6674 8204

Immd. Past Chairperson
Lata Khedkar
020 25451258

FROM CHAIRPERSONS DESK



Well friends!

We are happy to bring our 1st quarter Newsletter to you! I wish to express my gratitude to all our members for the trust expressed in me and the new Managing Committee.

I was introduced to IASAP (NIPS in those days) by Past Chairperson - Perviz Patel way back in 1989 and have been hooked on ever since. I also had the opportunity of serving on the Managing Committee as the Committee Member for four years from 1992 - 1996. These years were of great learning which of course would not have been possible without the support of our enthusiastic & budding team then. Any task undertaken by IASAP (NIPS), Pune Chapter has always turned up trumps including numerous monthly sessions, seminars, get-togethers, SAPC's and the National Conventions.

Today, as a Chairperson, I am reminded of my parents & teachers who taught me to take up a project only if I intended to see it through to a successful conclusion.

As IASAP's motto for this year is "INNOVATE, INTEGRATE & MOTIVATE" we will attempt to incorporate the mantra. It will be my continuous endeavour to give my best along with my team and live up to your expectations.

It gives me great pleasure in keeping you updated on our activities during the quarter July 2016 to September 2016 especially for those who have missed attending them. I am sure you will enjoy reading additional information as well. My special thanks to all those who have been contributing with interesting articles for our Newsletters. We do look forward to your continuous involvement as always.

Our website www.iasapindia.com/Pune is being updated and it would be great if you visit it regularly. Cheers to you all !!!!

WISH YOU AND YOUR FAMILIES A VERY HAPPY DIWALI & PROSPEROUS NEW YEAR

With best regards,
JASMINE JOGI
CHAIRPERSON

IMPORTANT ANNOUNCEMENT

Your Managing Committee is striving hard to ensure you receive the best.

The APC (Administrative Professional Contest) is scheduled to be held in August 2017. No event can be a success without the enthusiastic participation from our members. Hence ladies, we invite your participation in large nos. We look forward to your wholehearted involvement in the contest for your personal & professional advancement in today's fast paced world. We volunteer to come forward, support and groom you for your victory at National level. Ladies, come, take a step forward, enroll yourselves and we assure that you will have no regrets. We plan to start the training sessions from Nov. 2016 onwards so register immediately with our Chairperson without delay.



FROM EDITOR'S DESK



I am honoured to be the Editor of our Brawn and Brain Newsletter of this issue, the goal of which is to provide our members with a concise yet comprehensive information about our monthly events. I would like to take this opportunity & thank everyone who contributed to the first edition of this newsletter as these contributions are essential to the newsletter's success. Please feel free to bring any comments, suggestions or new stories to my attention for future editions.

Best regards and easy reading

Seema Kudiya
Committee Member

I would request all the members to please share interesting articles, jokes and information to make our Newsletter better each time.

Women's health concerns are a little different from those of men.

If you're a woman, these tips will soon have you feeling fit and energetic.

To look and feel your best at every age, it's important to make smart lifestyle and health choices. Here are six simple things that women can do every day (or with regularity) to ensure good health:



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Health Tip #1: Eat a healthy diet. “You want to eat as close to a natural foods diet as you can,” says Donald Novey, MD, an integrative medicine physician with the Advocate Medical Group in Park Ridge, Ill. That means a variety of fresh fruits and vegetables and fewer processed foods. Avoid foods and beverages that are high in calories, sugar, salt, and fat.

Healthy eating will help you maintain a proper weight for your height, which is important because being overweight can lead to a number of illnesses.

Looking for a healthy snack? Try some raw vegetables, such as celery, carrots, broccoli, cucumbers, or zucchini with dip made from low-fat yogurt.

Health Tip #2: Exercise. [Heart disease](#) is the leading cause of death among women, but plenty of exercise can help keep your heart healthy. You want to exercise at least 30 minutes a day, five days a week, if not every day.

Aerobic exercises (walking, swimming, jogging, bicycling, dancing) are good for women’s health in general and especially for your heart,

Health Tip #3: Avoid risky habits. Stay away from cigarettes and people who smoke. If you drink alcohol, do so in moderation.

Health Tip #4: Manage stress. No matter what stage of her life — daughter, mother, grandmother — a woman often wears many hats and deals with a lot of pressure and stress. “Take a few minutes every day just to relax and get your perspective back again,” Novey says. “It doesn’t take long, and mental health is important to your physical well-being.” You also can manage stress with [exercise](#), relaxation techniques, or meditation.

Health Tip #5: Sun safely. Excessive exposure to the sun’s harmful rays can cause skin [cancer](#), which can be deadly. To protect against [skin cancer](#), wear sunscreen with a sun protection factor (SPF) of at least 15 if you are going to be outdoors for more than a few minutes. Even if you wear sunscreen faithfully, you should check regularly for signs of skin cancer.

Health Tip #6: Check for [breast cancer](#). The American Cancer Society no longer recommends monthly breast self-exams for women. However, it still suggests them as “an option” for women, starting in their 20s. You should be on the lookout for any changes in your breasts and report any concerns to your doctor. All women 40 and older should get a yearly mammogram as a mammogram is the most effective way of detecting cancer in its earliest stages, when it is most treatable.

A woman’s health needs change as she ages, but the basics of women’s health remain the same. If you follow these six simple healthy living tips, you will improve your quality of life for years to come.



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JULY 2016



IN JULY we had invited Senior Inspectors **Mr. Subhash Pingale** and **Mr. Rohan Nyayadesh** from Crime Branch, Pune to give us an enlightening talk on "CYBER CRIME".

Mr SUBHASH GANPAT PINGALE is the Head constable and writer in Crime Branch. He joined as a clerk in Army in the corps of EME from 1986 to 2004 for 18 years. After retirement from Army in October 2004 he served as an Admin Officer in an IT Company , Magarpatta. He is presently working in Pune Police and also serving in Cyber Crime at Commissioners Office.

Mr ROHAN NYAYADHISH is one of the youngest Digital Forensic & Information Security Advisers in India. He is the Cyber Expert and Director of Digital Task Force Company. He has been a part of the Forensics team for solving several high profile cases. He is an active member of the COP-TECH FORUM, which is being formed by the Pune Police, Nasscom and Data Security Council of India (DSCI). For the past 9 years, he has been working for Pune Police as a Cyber Forensic Expert & he started Digital Forensic & Information Security Company named "DIGITAL TASK FORCE SERVICES" (DTF) and recently he started "CYBER CRIME HELPLINE" to serve the common citizens.

It was indeed a very informative session. Some of the simple points which they brought to our notice were :

- Avoid internet banking in cyber café.
- How sharing of your Credit Card and Debit card information can be misused.
- Why keeping antivirus updated on our mobiles is essential especially if you are using Internet banking on your handset.
- To set our security question as some personal question then to select from default question.
- To note down your IMEI for your mobile which is a 16 digit number useful in case of loss of your mobile.

Our ladies not only remained educated on the subject but also enjoyed the interactive dialogues thoroughly.

The session ended with June -July Birthday celebration.





AUGUST 2016

The feedback on our previous session was overwhelming. By popular demand from the present members during the “Cyber Crime” session, it was decided to continue a session with Senior Inspectors Mr. Subhash Pingale and Mr. Rohan Nyayadesh from Crime Branch once again.

Computers (Digital life) being a part of our daily living the topic selected for the month’s session was “ Security in Digital World”

As the topic was of interest to teenagers of today, members were permitted to bring their children above 17 years of age as guest.

The topic covered :

- Ethical Hacking
- Latest trends in cyber crime
- Social networking crime
- Cyber stocking - related to females



Everyone present had the opportunity of learning what these crimes are and also discovered the security, myths & realities of the Digital World.

The session was an eye opener for ladies who learnt how one should secure the smallest of information to avoid crime in the digital world on day to day basis. Basically is this digital world a BOON OR BANE was also discussed.

The session ended with August Birthday celebration.





SEPTEMBER 2016

September we did not have any session as we had the 23rd ASA congress at Manila, Philippine

ASA congress : The Association of Secretaries and Administrative Professionals in Asia Pacific (ASA) has created a means for secretarial associations to network among members all over Asia and raise awareness of the importance of the profession.

The main objectives of ASA is to :

- + **Promote** friendship, understanding and unity among the Secretaries in Asia, **Promote** professionalism,
- + **Encourage** exchange of ideas & experiences amongst Secretarial & Administrative Professional Associations in Asian countries.
- + **Provide** a platform to develop core competencies at workplace and
- + **Propagate** the secretarial & administrative profession in the global business community.

The ASA Congress is held once in every 2 years & is hosted by one of the member Associations on a rotation basis, according to seniority of their membership in ASA.

As of date 14 countries are under the banner of ASA : Philippine, Thailand, Indonesia, Hong Kong, Singapore, India, Malaysia, China, Pakistan, Japan, Sri Lanka, Brunei, Papua New Guinea and Bangladesh.

23rd ASA Congress

This year, the Philippine Association of Secretaries and Administrative Professionals Inc. (PAS) hosted the 23rd ASA congress at Hotel Marriott, Manila in Newport City from 25th to 29th September 2016. More than 300 delegates including over 78 Indian delegates (Mumbai, Pune, Chennai, Bengaluru, Hyderabad, Delhi) attended the five-day interactive forum which was an eye opener.



Secretaries, executive secretaries, executive assistants, office managers and administrative professionals were invited from 14 Asian member-country associations who attended this biennial education event.

The theme was ‘**Today’s Vision - Tomorrow’s Reality**’ which featured a number of dynamic lead presenters of renowned administrative experts, motivational and inspirational speakers. The topics were mainly on areas of administrative skills, technology, health and wellness, personality, financial literacy and career advancement. **Sonny Coloma - EVP Manila Bulletin, Paolo Trinidad, Francis Kong (A renowned Author) , Sean Li, Chinkee Tan , Joyce Ann Burton (Ms. Universe - Philipinas 1985)** were few of the Prominent Speakers.

So Ladies, be with us and take a step ahead aiming for personal & professional achievements. **See you all in large nos. at the 24th ASA Congress, scheduled to be held in Papua New Guinea around September 2018.**



DON'T WE ALL MISS SPECIAL MOMENTS IN OUR LIFE.....

DILNAWAZ NEKOO TAKING US BACK INTO THE TIMES

SOMETIMES I FEEL

Sometimes I feel I want to go back in time.....
Not to change things but to feel a couple of things twice



Sometimes I wish I was a baby for a while....
Not to be walked in the pram but to see my mother's smile

Sometimes I wish I could go back to school.....
Not to become a child but to learn how to be cool

Sometimes I wish I could be back in college....
Not to be a rebel but to understand what I studied

Sometimes I wish I could marry again all over
Not to change the partner but to understand the ceremony better

Sometimes I wish my kid were younger...
Not because he grew fast but to play with him a bit longer

Sometimes I feel I still had some more time to live.....
Not to have a longer life but to know what I could give

Since time that is gone can never come back, lets enjoy the moment
as we live for now on.....



Let's celebrate every day, every minute, every second...!

**While performing magic I asked a woman what her favorite card is, her reply,
"Ummmm...a credit card?!?!?"**





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WEAR A SMILE

One size fits all

People wear it, anger robs it
Models sell it, photographers cage it
Doctors advise it, death freezes it
Writer describe it, Painters create it
Cheering Moments, bring it
Unhappiness, sweeps it
But everyone can still use it
As one's face value improves by it

By Rashna Fraser

On a lighter note



Cute Prayer By a Kid

Child: God,
Please I don't want 3rd world war.



Child:
No God,
I am weak in history
I can't study another war.

God:
Why?
You love your
country so much?



The Law Of Attraction - Take Control of Your Life

“I hope there is no traffic today and I reach office on time.” Sounds familiar? A lot of us tend to have such thoughts before leaving for work but on the contrary, we find traffic on the way and end up getting late. We are also partly to blame for this because we were thinking negatively and what we got was also something negative. This happens often that what we dread the most turns out to be true. For instance, we think what if it doesn't happen the way I want or what if I don't do well in my exam. If our thoughts are negative, they tend to produce negative results. This in no way means that we shouldn't anticipate the future but instead of just concentrating on the negative aspect, we should also try to focus on the positive. So, instead of thinking what if I don't do well in my job interview, you should think about what if it goes well and what if it doesn't. This way, we aren't just focusing on the negativity but also taking into account the positive side.

What is this phenomenon called?

You must have come across the term, 'Law of Attraction'. For example, in the epic Ramayana, Lord Rama used to communicate to his Guru from Lanka and that wasn't the era of mobile phones. All Lord Rama used to do was to sit by the river-side, meditate and think of his Guru. That was how he used to communicate. In other instance, in Mahabharata, weapons used to appear in front of the warriors when they closed their eyes on the battlefield and meditated. Bruce Lee, the famous martial artist and actor had written a letter to himself which stated the goals he had set for himself. He used to read it daily to seek inspiration and work towards fulfilling his goals. The one thing that is common in the above examples is human brain and how the brain has the power to attract positive energy from the Universe. On the other hand, if you find yourselves thinking of negative things and show feelings of hatred, enmity, jealousy, anger etc, you will end up attracting negative energy. This is known as the law of attraction.

What is the principle of Law of attraction?

The law of attraction says that you attract whatever you think about, be it positive or negative. “When you want something, the entire universe conspires in helping you to achieve it.” This is what the law of attraction is all about. According to this principle, whatever is going on in your mind is what you attract and the universe manifests your thoughts and desires. The key to success is having a positive outlook while working towards your goals. The road to success may not be easy and you may encounter roadblocks in between but if you are determined to succeed, you will achieve what you want.

How does this law work?

You should know what you want and be confident in what you desire from the Universe. You should have a very clear picture of what you actually want as you will attract what you think. Create a mental picture of what you want as if you've already got it and focus on how it will feel. Most importantly, be thankful for what you already have. Being grateful for what you have will further enhance the positivity and send good vibes out into the universe.

Veera Chawla



INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS

PUNE CHAPTER

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A VERY WARM WELCOME TO OUR NEW MEMBERS

We extend a warm welcome to you all.
May the fellowship that we share create
interesting learnings, happy memories,
smiling and magical moments with us.



ADITI PAUL

Head – President Office,
Global Delivery

**TATA TECHNOLOGIES
LIMITED**



KHYATI NAIK

Deputy Manager, Guest
Relations

BHARAT FORGE LIMITED



SWAPNA AMIN

Executive Assistant to
CEO/Director

**KALYANI TECHNOFORGE
LIMITED**



OCTOBER			
KIRAN JOSEPH	2ND	HYACINTH ARYA	21ST
MALATHI IYER	3RD	PAYAL PANDYA	21ST
BLANCHE D'SOUZA	9TH	KAREN KARBHARI	22ND
SAKI BAKSHI	11TH	MEENA PARDESHI	28TH
AJEETA SHIVDASANI	11TH	DEEPALI REWALE	29TH
LINA D'SOUZA	19TH	PINKY BHATA	31ST
GEEMA MACHADO	20TH	SANGITA LOBO	31ST



NOVEMBER			
MRINALINI HUBLIKAR	3RD	RANI PERIERA	20TH
MARY D'LIMA	5TH	MARIA CALACO	22ND
FARIDA ACHHADWALLA	12TH	MANULA NAIR	23RD
ASSUNTA CHRISTY	12TH	SANOBER KOTWAL	24TH
RASHMI JOSEPH	12TH	MONICA D'SOUZA	24TH
POONAM MAGOO	14TH	MAHESHWAR RAWAL	26TH
VERONICA LOPEZ	14TH	MEDHA JOSHI	26TH
ASHA NARHIRE	16TH	IRENE GONSALVES	27TH
MAGDELINE AZWAD	17TH	RASHNA FRAZER	29TH
IRENE RATO	19TH		

DECEMBER			
DOREEN D'SOUZA	1ST	PRATIBHA SALVE	12TH
TEJAL JOSH	1ST	JYOTILEKHA	15TH
SHUBHANGI JADHAV	2ND	DILNAWAZ X NEKOO	15TH
ERNIE SETHNA	2ND	RAINA DUBEY	16TH
HAVOVI KANGA	3RD	JENNIFER ENGINEER	20TH
CARIK COELHO	4TH	DAISY D'SOUZA	21ST
LATHA NAIR	4TH	MARIA LOBO	22ND
INDIRA SURATWALA	4TH	KAINAAZ DRIVER	23RD
VAISHALI LOLAP	7TH	ASMITA MARATHE	26TH
KAVITA BHALEROO	9TH	BEROZE DIVECHA	29TH
NILOUFER MEHTA	12TH	JOLLY ALEX	31ST

