



## INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS

**BRAIN AND BRAWN**

NEWSLETTER  
Apr, May, Jun'16

### *Managing Committee*

*Chairperson*  
*Lata Khedkar*  
020 25451258

*Vice Chairperson:*  
*Jasmine Jogi*  
020 2682 2205

*Hon Secretary:*  
*Uma Nandedkar*  
020 26727011

*Hon. Treasurer:*  
*Beroze Divecha*  
020 49006000

*Committee member:*  
*Preeti Purswani*  
020 66262370

*Committee member:*  
*Dilnawaz Nekoo*  
020 26727004

*Committee member:*  
*Anita Martyres*  
020 26159641

*Immd. Past Chairperson*  
*Veena Bengale*  
020 66458748.

Dear Members,

How "Time flies"!, yet another eventful and challenging year has gone by. I sincerely hope I have fulfilled a measurably good job in carrying the IASAP torch ahead! I have enjoyed being of service to the Association and to you dear Members.



Soon the term of this Managing Committee will come to an end & a new committee will emerge. For my two year term as IASAP Chairperson, Pune Chapter, has been a fantastic journey, very fulfilling and satisfying.

Since I took over as a Chairperson, it has been my constant endeavor to ensure the learning growth of our Members with each meeting organized. I have tried to give a good mix of knowledge and pleasure. Educational trips, Secretaries' Day, Administrative Professionals Week, Bosses' Day, SAPC Contest.

Steering the Association has been possible with the help of my team on the Managing Committee and much support not only from Past Chairpersons but also you dear Members, My term ends at the close of this AGM, and I am handing over the responsibilities to the next Chairperson who I am sure will do her best in taking the Association to greater heights. So we have a great year ahead to look forward to. As usual we need your support to make it even greater.

***Read more... .. To know more of the activities that have taken place during the quarter - April to June 2016***

**Lata Khedkar**

## EDITOR'S DESK

Dear Readers,

End of one more amazing year. Let me take this opportunity to thank, Ms. Lata Khedkar our Imm. Past Chairperson, the committee members and all of you for giving me the opportunity to be here and to serve you all. It has been an amazing journey in the past two years working on the committee and as an Editor for our quarterly newsletters which has taught me a lot.

Along with this on behalf of all of us, I would like to congratulate and welcome the new committee and wish them all the best for the coming year.

In the meantime please enjoy this issue and please do send in your valuable suggestions/feedback on the newsletter for us to improve better

**DILNAWAZ NEKOO**



### JUST FOR LAUGH

Gujrati is a great language....

Ek cute slim lady ne koi e puchyu ke "Tamari fitness nu rahasya su che?"  
Lady " Hu Bahu Chalu Chu...."

Have aapde su samajvanu.... ☺



A cooking live demo was organized by Pride Hotel at their Regal Banquet Hall. As it was summer time Chef Aman gave a demo of a cold soup made from Alphonso Mangoes (fruit of the season) called **Spanish Alphonso Gazpacho Cold Soup** an excellent cold soup with a tinge flavor of spice and sweetness of Mango, served chilled. He also demonstrated the **Ocean of Fantasy (An array of dark & white chocolate mosaic marbled into crunchy Dutch Tulips)** a perfect preparation for Party/functions and events.

Apart from this the chef also had a delicacy up his sleeves to tickle the taste buds of our ladies with a mouthwatering buffet. The Trifle Dessert was so yummy and awesome that kept the ladies wanting for more and the recipe for the same from the Chef.

A perfect ambience for a leisure summer eve to be spent with friends. Members who attended the session were presented with a gift – a Double Bed Sheet with two pillow covers sponsored by Blue Dart Express. All in all it was a memorable evening.







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The most awaited event of the year "The Boss Secretary Dinner" took place on Saturday, 30<sup>th</sup> April, 2016 at Hotel Panchratna, Pune. The Master of Ceremonies - Surekha Deshpande, carried the whole show very well. Chairperson - Lata Khedkar welcomed all the Bosses, Members and their Spouse. The Guest of Honour Mr. Sharad Gangal, Executive Vice President- People Processes and Member of the Executive Council, Thermax Ltd Pune, Spoke on this year's theme **"Innovate, Integrate, Motivate"** and made an impact on the audience with his theme based speech. He also congratulated the three members who spoke on the theme.

Three members were elected spontaneous to speak on the theme. Assunta Christy spoke on Innovate, Anjali Giri spoke on Integrate and Minal Harne spoke on Motivate. Assunta Christy was judged as the best speaker and awarded a gift sponsored by Jyoti Menon, from Credit Suisse Bank, Pune. Mr. K. Srinath General Manager, Blue Dart Express - addressed the audience present for the evening.

A total grand evening with dance performances by outsourced performers. Fillers were organised for bosses who went home with a gift for participating and the lucky ones went home with meal vouchers from various hotels in Pune and to add to the splendid evening was a delicious wide spread of buffet.







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# AGM

Annual General Meeting

“ANNUAL GENERAL MEETING” was scheduled on 25<sup>th</sup> June, 2016, at Vivanta by Taj. Lata welcomed the members for the 29<sup>th</sup> Annual General Meeting which started at 7:00 pm, with the agenda being read out followed by the minutes of the last AGM held on 28<sup>th</sup> May, 2015, Chairperson's Report, Activity Report for the year April 2015 to March 2016 & the Hon. Treasurer's Report. Lata announced that three nominations for the post of Committee member were received. It was decided to absorb all three new members into the Managing Committee with an agreement of the members present & also in the presence of the Returning Officer Ms. Vandana Neginhal.

### **Members on the Managing Committee:**

Ms. Lata Khedkar – Imm. Past Chairperson.  
Ms. Jasmine Jogi – Chairperson,  
Ms. Uma Nandedkar – Vice Chairperson,  
Ms. Preeti Purswani – Hon. Secretary,  
Ms. Beroze Divecha – Hon. Treasurer,  
Ms. Dilnawaz Nekoo – Committee member,  
Ms. Anita Martyres – Committee member  
Ms. Bakhtawar Battiwalla – Committee member,  
Ms. Seema Kudiya – Committee Member,  
Ms. Anita Dixit – Committee Member

Attendance & Member-get-member awards were distributed to the deserving members. The Event ended with Cake cutting for ladies celebrating their birthday in the month of April, May and June.





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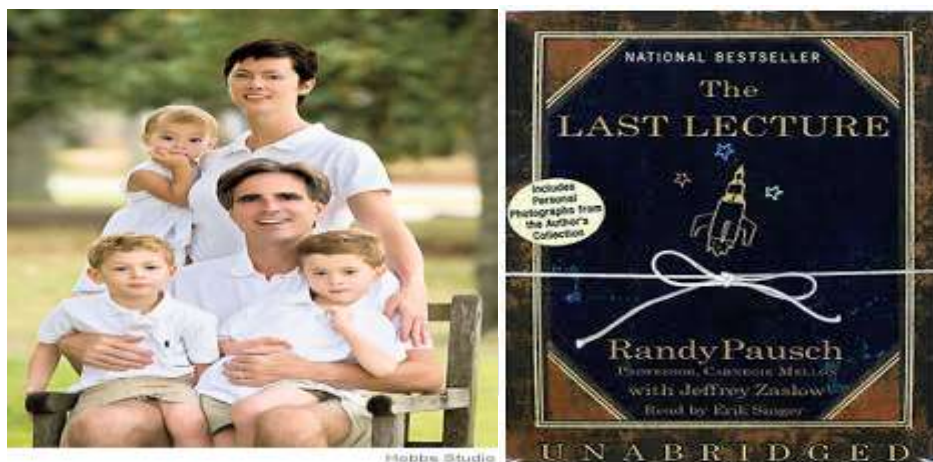
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### The Last Lecture



Randy Pausch 47 yrs old, a Computer Science lecturer from Mellon University, died of pancreatic cancer in 2008, but wrote a book "The Last Lecture" before then, one of the bestsellers in 2007. What a legacy to leave behind... In a letter to his wife Jai and his children, Dylan, Logan, and Chloe, he wrote this beautiful "guide to a better life" for his wife and children to follow May you be blessed by his insight.

### POINTS ON HOW TO IMPROVE YOUR LIFE

#### Personality:

1. Don't compare your life to others'. You have no idea what their journey is all about.
2. Don't have negative thoughts of things you cannot control. Instead invest your energy in the positive present moment.
3. Don't overdo; keep your limits
4. Don't take yourself so seriously; no one else does.
5. Don't waste your precious energy on gossip.
6. Dream more while you are awake.
7. Envy is a waste of time. You already have all you need.
8. Forget issues of the past. Don't remind your partner of his/her mistakes of the past. That will ruin your present happiness.



9. Life is too short to waste time hating anyone. Don't hate others.
10. Make peace with your past so it won't spoil the present.
11. No one is in charge of your happiness except you.
12. Realize that life is a school and you are here to learn. Problems are simply  
part of the curriculum that appear and fade away like algebra class but  
the lessons you learn will last a lifetime.
13. Smile and laugh more.
14. You don't have to win every argument. Agree to disagree.

**Community:**

15. Call your family often.
16. Each day give something good to others.
17. Forgive everyone for everything.
18. Spend time with people over the age of 70 & under the age of 6.
19. Try to make at least three people smile each day.
20. What other people think of you is none of your business.
21. Your job will not take care of you when you are sick. Your family and  
friends will. Stay in touch.

**Life:**

22. Put GOD first in anything and everything that you think, say and do.
23. GOD heals everything.
24. Do the right things.
25. However good or bad a situation is, it will change.
26. No matter how you feel, get up, dress up and show up.
27. The best is yet to come.
28. Get rid of anything that isn't useful, beautiful or joyful
29. When you awake alive in the morning, thank GOD for it.
30. If you know GOD you will always be happy. So, be happy.



## ROCK THE ASSISTANT ROLE

### 8 Ways to Be the Best Assistant Ever

Here's how to make yourself positively indispensable.



1. **Always think ahead.** Ask yourself, *what's happening next in my manager's life, and how can I prep for it?* "I love it when my staffs make my life easier," says Emma Bengtsson, executive chef at Aquavit in New York City. "I'm preternaturally happy when the walk-in fridge has been organized for the day without [my] mentioning it." When she was an assistant, Amy Peck, now the chief culture officer at Soul Cycle developed a Sunday-night habit of reviewing her boss's schedule for the week ahead. "I'd ask myself what facts she might need, like the time, location, dress code, other attendees, and what research I could do to help her walk into meetings like a hero." Peck then summarized the information in her boss's online calendar and handed off background materials in a labelled folder that could be read en route.



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2. **End the day on a high note.** Consider what more can be done at the end of the day before retreating to check your texts for the evening's social plans, adds Christine Kovner, PhD, a professor of geriatric nursing at New York University College of Nursing. "In a home-care setting, that might mean a nurse aide taking a patient's vital signs before the visiting nurse arrives or laying out patients' medications for review," she says.
3. **Keep it classy/ be discreet** with insider info, including on social media. "Violate your boss's trust and your career could come to a screeching halt," says Anita Bruzzese, author of *45 Things You Do That Drive Your Boss Crazy*. "One legal assistant I know carried a file with her wherever she went, even to the break room. If someone tried to gossip, she would gesture at the file and say, 'Sorry, I'm supposed to be taking care of this. Got to go!'"
4. **Get your hands dirty.** A great assistant is never too cool to fix a paper jam, make a Starbucks run, or do whatever dues-paying tasks are required. Showing others that you're a hard-working team player will lead them to give you more strategic work, says Alexandra Levit, author of *They Don't Teach Corporate in College*. "The better you are, the more quickly you'll get promoted out of it," she explains. (But you don't want to be pigeonholed as a helper elf just because you're a woman, cautions Bruzzese. Be wary of taking on office housework that male co-workers at your level are not doing.)
5. **Be a buffer.** Making your supervisor's day go smoothly means prioritizing tasks and, yes, people for him – which calls he should take, when he can be interrupted, and whom to decline politely. "You're the gatekeeper and the filter," says Rachel Terrace, a senior vice president of brand management at Beanstalk. "Ask for a VIP list with names of people who always get time." Carving out time for personal matters – like knowing when to block off his calendar for his kids' school performance – will also impress.





6. **Learn to bounce back.** Everyone has bad days, including your manager. She might have a migraine, be thinking about a fight with her husband, or have screwed up in a way that will upset her own supervisor ... and then you came into orbit. "Assistants will often be on the receiving end of a variety of boss frustrations, which is why you can't take them all personally," Levit says. Think of it as practice for when the criticism actually *is* for you. "People who try to implement suggested changes rather than making excuses master the learning curve faster and become invaluable," says Rachel Nazarian, MD, a dermatologist in New York City.
7. **Make allies everywhere.** Ask for tough-to-access things in a way that makes others want to help you, says Joanna Marcovici, a marketing executive in Toronto. "An assistant asked me for box seats at a sports event – not for hosting clients, but for a kid's party – and she did it so nicely, I actually wanted to deliver." Show an interest in other people's lives. "Ask them, 'How was that product launch the other day? That vacation to Peru? Your cat?'" says Marcovici. Then move into a sympathetic remark that reinforces you're on the same team. "I know how hard you guys work. You must be ready for a break." Rather than seeing gate-keepers as roadblocks, see them as contacts – people who might be helpful when it's time to find the next job.
8. **Help your boss look thoughtful.** Your manager probably cares about icing-on-the-cake details but has a limited amount of time to see them through. You can help her be as conscientious as she really wants to be. Offer to reply to long-outstanding emails or ask your boss if she'd like you to send some flowers on her behalf to an ill or bereaved colleague. "A great assistant acts as an ambassador for the vibe their boss wants to present to the world," says Caroline Webb, a former McKinsey partner and author of *How to Have a Good Day*. Those small touches will reflect well on your employer – and on you.

## TOP 3 REMEDIES TO STOP HAIRFALL IN 1 MONTH

**1. CLEANING HAIR:** Yes. You cannot stop your hair fall until you keep your hair clean and away from dust. You should wash your hair at least once in two days if you're daily going out in dust. If you're at home, once in three days is recommended.

**2. HOT OIL MASSAGE :** Here's the trick. This is the best ever remedy to strengthen hair and stop hair fall. If you want to stop your hair fall in a month, follow this treatment at home daily or on alternate days.

**HOT OIL RECIPE:** Mix few drops of Vitamin E oil (Extracted from the capsule, easily available in all pharmacies) with pure coconut oil or castor oil. Heat this oil mixture on low flame. Apply this warm oil over your scalp and hair. Massage with your palm and finger tips well for 15-20 mins (Hot oil penetrates deeper into the scalp and nourishes the hair. This strengthens weak hair and stops hair fall.

**3. HAIR PACK:** If the hair pack is applied right after hot oil massage your hair will be strengthened from root and you will get rid of Hair loss problem. Hair pack also makes hair smooth and reduces split ends

### **HOMEMADE HAIR PACK POWDER**

Goose berry (Amla) powder – 2 teaspoon

Hibiscus Flower powder – 2 teaspoon

Green gram powder – 2 teaspoon

Holy basil powder – 2 teaspoon

Neem powder – 2 teaspoon

(These powders can be easily found in any herbal shop or supermarket.... or you can prepare yourself at home. Dry the mentioned herbs and powder them. That's it)

Mix all these powder with a little amount of curd to make a paste (Not too thick and not too thin.) After oil massage, apply this paste all over your hair and scalp. Leave for 30 minutes to an hour and wash it off with mild shampoo. This hair pack should be followed on alternate days to stop hair fall in a month.

**4. Last, but not least....** Take a biotin and folic acid pill everyday for super fast results.



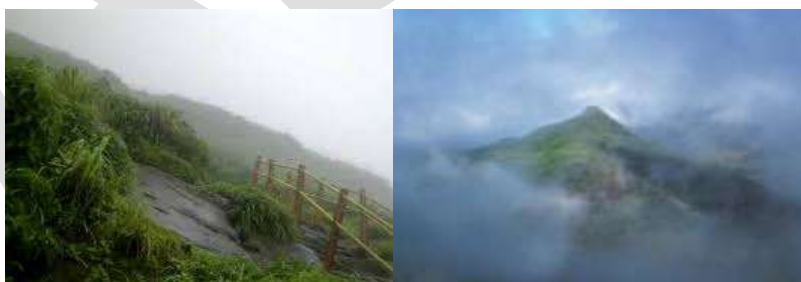
## **FOR THE RAIN AND TREK LOVERS FEW PLACES TO VISIT THIS MONSOON**

### **Korigad Fort**



Also called Koraigad, Koarigad or Kumwarigad is a hill form located about 20kms of Lonavala in Pune District. It is about 923m above sea level. The planned township of Aamby Valley is built over the fort's southern and eastern foothills. The closes village is Peth Shahpur about 1 km north of the fort. To reach Korigad you should have your own vehicle as there are very few transportation options available from Lonavala. Take the Aamby Valley road and drive till Peth Shahpur. Parking is provided near the bus stop. A 5 feet wide earthen road leads to the footsteps of Korigad fort. It is easy to climb. There are three temples on the fort which provide ample cover. The Korai Devi temple can accommodate 25 people.

### **Kalsubai Peak**



Kalsubai peak is a mountain of the Sahyadris range located in Maharashtra. Its summit situated at an elevation of 5400 feet is the highest point in Maharashtra which earns the much glorified title "The Everest of Maharashtra"

The mountain can be viewed, in it's entirely from Bari village located on its eastern side, about six km from Bhandardara. It can be reached by road via Igatpuri on the Mumbai- Nasik route.

# HAPPY BIRTHDAY

## JULY

Meena Kapoor	3 <sup>rd</sup>	Shanta Mohan	15 <sup>th</sup>
Supriya Panchal	3 <sup>rd</sup>	Monica Mangal	15 <sup>th</sup>
Muriel Christy	4 <sup>th</sup>	Sandra Rebello	16 <sup>th</sup>
Geeta Rao	8 <sup>th</sup>	Varsha Sutar	18 <sup>th</sup>
Elizabeth Fernandes	8 <sup>th</sup>	Elizabeth Daniel	19 <sup>th</sup>
Gracy Dsouza	9 <sup>th</sup>	Anita Martyres	22 <sup>nd</sup>
Suchitra Gokhale	9 <sup>th</sup>	Pushpa Gonal	31 <sup>st</sup>

## AUGUST

Joanet Lobo	2 <sup>nd</sup>	Nirmala Rawat	13 <sup>th</sup>
Anita Nair	3 <sup>rd</sup>	Juhi Sadhwani	15 <sup>th</sup>
Annamma Williams	3 <sup>rd</sup>	Preeti Singh	15 <sup>th</sup>
Sita Muralidharan	6 <sup>th</sup>	Helen Netto	18 <sup>th</sup>
Swapna Shetty	6 <sup>th</sup>	Saroj Paranjape	20 <sup>th</sup>
Kainaz Dalal	6 <sup>th</sup>	Pretty Vaz	24 <sup>th</sup>
Marie Menezes	8 <sup>th</sup>	Kamala Ramanathan	25 <sup>th</sup>
Maria Sequeira	9 <sup>th</sup>		

## SEPTEMBER

Geeta Sadhwani	1 <sup>st</sup>	Vrishali Dalvi	11 <sup>th</sup>
Shernaz Kutar	2 <sup>nd</sup>	Lakshmi Narayan	15 <sup>th</sup>
Shirley George	2 <sup>nd</sup>	Bella Lemos	21 <sup>st</sup>
Ratika Kenat	6 <sup>th</sup>	Padmaja Avachat	21 <sup>st</sup>
Aparna Deshpande	7 <sup>th</sup>	Surekha Deshpande	22 <sup>nd</sup>
Preeta Venugopal	9 <sup>th</sup>	Navaz Vijaykumar	25 <sup>th</sup>
Motimary Kaunds	10 <sup>th</sup>	Maria Kotnis	28 <sup>th</sup>

