



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

July to
September
2024

FROM THE CHAIRPERSON'S DESK....

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Nothing can dim the light that shines from within

My Dear Remarkable Members,

As we navigate through the rhythms of life, there is one constant source of guidance and strength we can always turn to - **'our inner light'**. This light, which resides within each of us, is a reservoir of wisdom, courage, and resilience. It is the essence of who we are and what we are capable of becoming.

Often, the world will try to dim our light, placing doubts, fears, and challenges along our path. But remember, your inner light is unshakable. It cannot be diminished by the judgments of others or the obstacles you face. It shines from your authenticity, from your passions, and from the boundless strength that defines you as a woman.

As we celebrate the Festival of Lights, Diwali reminds us of the power of inner strength, the brilliance of hope, and the beauty of new beginnings. May the radiance of this auspicious occasion fill your homes with joy, your hearts with love, and your lives with success.

Each of you are brilliant beacons of light, this Diwali, let your light shine brighter than ever before. You are the architects of change, the pillars of strength, and the harbingers of progress. No challenge is too great, and no dream is too distant. With every step you take, you inspire others, break barriers, and create possibilities.

Wishing you and your families a safe, healthy, and joyous Diwali!
Smile, Sparkle, Shine 😊

Warm Regards,
Monica D'Souza





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FROM THE EDITOR'S DESK.....

There is so much to be grateful for
today, and you are one of them.



dailysejo



I am truly honoured to introduce myself as the editor for our Newsletter Brain and Brawn. I would like to take a moment to appreciate the genius who coined the name '*Brain and Brawn*' for this newsletter. The expression beautifully highlights the importance of balancing both mental and physical attributes in various pursuits.

Through this platform, my goal is to ensure we highlight the latest trends, share valuable resources, and showcase the experiences and achievements of our members. I encourage you all to participate actively, whether by sharing your own stories, offering tips, or asking questions. This is your community, and your voice is important.

Sometimes the editing for this Newsletter was done with coffee in one hand and a colour coded office spreadsheet in the other. First things first, let me just say, if there's one group that knows how to keep the world turning while looking effortlessly organized, it's *this one*!

Stay tuned, stay awesome, and let's continue being the brains *and* the brawn that keep things moving! I believe in fostering a community where knowledge meets action, inspiring our leaders to thrive both mentally and physically. Let's embark on this journey of growth and discovery together!

Thanks to our Committee and all you dear friends as I look forward to your love and support.

Wishing you all Happy Diwali, may your year be filled with light, love and laughter.

Your Friendly Editor

Effie Castellino





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21st July 2024

Ek Sham Apne Entrepreneurs ke Naam
Recognizing & Felicitating our IASAP members



An evening well spent with our very own 'IASAP members turned Entrepreneurs'.

We decided to dedicate an evening to all our Member Entrepreneurs to recognize, appreciate and felicitate them for their "Dare, Dream and Do" Spirits.

Stepping out of the comfort zone of one's shoes as an 'Employee' who gets a message on her cell every month that salary has been credited to your account and daring to be the sole earner of your Company and provide employment and pay packets to others is certainly not an easy decision.

The road to success as an Entrepreneur can be challenging and full of risks. Climbing the ladder of success sometimes leads to stress and burnout. Our IASAP Pune Chapter Entrepreneurs shared their challenging and inspiring successful journey with us. Their experiential sharing was very useful as it reflected the diverse paths to entrepreneurial success, emphasizing resilience and a strong belief in one's vision.

IASAP Pune Chapter felicitated these Entrepreneurs as they serve as beacons of hope and motivation for all aspiring entrepreneurs.





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Honouring our Entrepreneurs with well-deserved Awards!





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An evening spent with the underprivileged children at (UPAY)NGO
Part of our BPC Project - July 2024



We are thrilled to share that our first Best Practice Contest (BPC) project has been a resounding success with Sakshi Jangam. Your contribution, time and compassion have made a meaningful impact and we couldn't help, but be proud of what we've accomplished together.

Going forward for the next opportunity, where we can contribute to the community. We are committed to ensuring that our future projects are just as impactful and fulfilling for everyone involved. The Committee visited UPAY (Underprivileged Advancement for Youth) and spent time with the youth under the able guidance of our very own member Maria Romel. After a lot of discussion and going by the BPC SOP, we identified two girls for sponsorship.



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The Kolkata Convention - Tilottama 2024 'AHEAD OF THE CURVE'

The Kolkata Convention Tilottama @ 2024 Ahead of the Curve focused on getting future ready.

At the inaugural ceremony on day 1, dance therapist Alokandanda Roy (Indian actress known for her work in Bengali cinema and theatre) was the chief guest. "I don't think any company would have been successful without you ladies. You have always worked behind the curtain and enriched the companies, the organisations, that you are involved with. That speaks a lot," said Roy.

On day 2, insightful and engaging sessions were arranged by eminent speakers and topics were as follows:

- Ms. Lucy Brazier (CEO, Marcham Publishing and International Speaker) - Value Proposition
- Ms. Sushweta Chakraborty (Spiritual Mentor and Energy Coach, Counsellor) - Keeping calm in a storm
- Mr. Amitav Mukherji (CHRO at ITC) - Evolving Executive Assistants
- Ms. Doma Wang (Doma cooked at the recent Ambani Wedding) - From Home Cook to Top Chef
- Dr. Sonia Mathai (Preventive Oncology at Tata Medical Centre Kolkata) - Prevention is better than cure - Awareness on cervical cancer

The national convention was an opportunity for almost 200 IASAP members for new learnings from experts, collaboration, networking and inspire each other for collective growth.

On day 3, delegates were all excited to see Kolkata - The City of Joy. The visit to the colonial era places like Saint Paul's Cathedral and St. John's Church, the picture-perfect marble monument Victoria Memorial was worth a visit. Delegates enjoyed the local market shopping and street food of Kolkata (Momo, Papri chat, Phuchka, Ghugni and Singara chat, Telebhaja, Radha Ballavi and Masala Kochuri).

The highlight of the city tour was visit to The Rajbari Bawali a 300-year-old boutique heritage property that has been elegantly turned into the best luxury heritage resort near Kolkata. The Zamindari Luncheon was organised with exquisite dishes. Our very own Pune Chapter member Hyacinth Arya conducted a session on the theme Ahead of the Curve.

The icing on the cake was Pune Chapter winning the BPC Contest (Best Practice Contest - social initiative).

We thank the West Bengal team who worked meticulously to ensure that each of the delegates carried back joyous memories of the 18th National Convention - **Bengal Hospitality at its best.** Not to forget the loads of gifts and the IASAP branded goody bags.

In addition to the above, every member of Pune Chapter participated in the inaugural evening with International traditional attire and participated in the 'Back to School' skit.

Shared by: Assunta Christy



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Inauguration of the 18th National Convention Kolkata by the
Mumbai HQ President and Chapter Chairs on 22nd Aug 2024



IASAP Pune Chapter - Group Photo at the Kolkata Convention





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18th National Convention Kolkata (22nd - 25th Aug 2024)



An idea of International Traditional Attire,
Set the audience and paparazzi on fire.
We enjoyed the attention,
Thanks to all for accepting a new suggestion.
Our Back to School rocked every sense,
We were applauded with claps immense.
We sure stayed ahead of the curve,
It's bcoz we unite and have the dare & nerve.
Let us think ahead and be in Srilanka,
Chalo Ladies- Bajao Aapka Dunka.



I am sure we rocked and shocked while we docked. 🙏🙏🙏

By: Hyacinth Arya

A spark that you initiated
The fire ultimately ignited
With our fashionable sense
and applauds immense
Hatke hamne dikha diye zhatke
Pune stood out from the rest
With the unique trend they set
And as Sri Lanka awaits
Let's get set for another record to create.



By: Sandra Mascarenhas



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Proud Winners of the Best Practices Contest Finals
at the 18th National Convention in West Bengal - Kolkata
22nd to 25th August 2024



An interesting BPC presentation with nail biting evaluations. All others too had great achievements, yet Pune Chapter stood out. Congrats Team Monica and Assunta for putting together piece by piece and weaving together a meaningful and purposeful project and bringing it to the WIN.

Assunta's hard work and dedication in preparing this beautiful presentation brought our Pune Chapter success. We are proud of you Assunta.

CONGRATULATIONS PUNE CHAPTER!



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27th September 2024

The Bharatiya Nyaya Sanhita 2023

An important session conducted by Advocate Nikita Agarwal

Advocate Nikita Agarwal, the speaker is a legal professional with an MBA (HR), LL.M, Certificate in Forensic Science & Medical Jurisprudence. She practices in both, litigation & non-litigation domain.

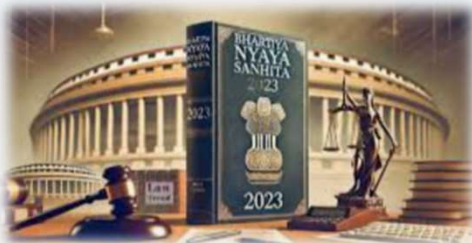
Adv. Nikita Agarwal educated and upgraded us on how the new Bharatiya Nyaya Sanhita 2023 introduced into India's law system in July 2024 has replaced the Indian Penal Code (IPC) that was written down by the British when they ruled India and was followed by India for the past 160 years. Taking into consideration the numbers and types of crimes that have increased with India's digital transformation and social media, India strongly felt the need to make changes to the existing law system to tackle the crime rates in the country though we are still far away from countries of the world that have strict law and order in place for heinous crimes against women and children. The session was very Interesting with Questions from the audience to Advocate Nikita who was answering everyone and clearing their doubts.



The session included so many types of crimes and behaviours of individuals which most of us were not aware that these types of crimes existed and that provisions were made by the new BNS Law to include the smallest to the largest crime in India and overseas. This Sanhita introduced updated legal provisions under various sections, including stricter penalties for gender-based crimes and new sections for cyber crimes and financial frauds, aiming to modernise and streamline India's criminal law.

She also covered various crimes done on children, women, married couples, live-in relationships, harassment for dowry, sexual harassment at work places and homes, rapes, drink & drive, hit and run, cyber crimes within India and performed from overseas, juvenile justice cases, trials until proven/not proven guilty, FIRs, charge sheets, Bails, High Court and Supreme Court verdicts etc...

Since it was a very vast topic to be covered, we are hoping that we would have another session by Advocate Nikita Agarwal in the future to give us more in- depth talk on various crimes and how India's new justice system - The Bharatiya Nyaya Sanhita would prove more useful and benefit the country.





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Breakfast with Preeta!!



The Kolkata Convention was nice time to connect with our own members. Preeta and I happened to meet over breakfast. She was looking as cheerful as ever, happily singing and enjoying her breakfast. I was curious to know what makes her so happy and i started bombarding her with questions to know her secrets. 😊
Appended gist of our conversations for your read.

Wishing you Preeta love and light, may you prosper wherever you go.

Best Wishes, Assunta Christy

Q1. Your First Job?

Preeta - I came to Pune in 1994 after marriage and landed in a job at Indian Seamless Metal Tubes and my seamless journey with great companies and amazing people started.

Q2. Somethings you always carry with you?

Preeta - My smile. It never leaves me even in the dullest moments of my life. I am an eternal optimist and love reaching out to people. Some of the greatest people I have met was without a plan and some amazing friendships blossomed.

Q3. How do you start your day?

Preeta - Looking at my colorful vision board, Affirmations on health, prosperity, happiness and Journalling. Standing in balcony and breathing fresh air, birds chirping , swaying trees with adrak elaichi chai is perfect start for my day!

Q4. Which was the last book you read?

Preeta - Heal your Life by Louise Hay. Presently reading Autobiography of a Yogi by Paramahansa Yogananda.

Q5. What's your inspiration?

Preeta - I am forever inspired by people I am surrounded with. I am my own unique self-absorbing goodness around and am constant work in progress. Change is the constant. I believe in always upping my emotional quotient. Most importantly - my mother, who inspired me to grow without any barriers and was full of love.

Q6. You'd like to be famous as?

Preeta - A coach. I realised my people connect and my healing abilities to give people a patient ear and come up with simple self-love solutions.

Q7. If you were to write a book about yourself, what would you name it?

Preeta - Butterfly - colorful personality

Q8. How many years have you been at your current organisation?

Preeta - I have been with my current organization JetSynthesys Pvt. Ltd for 4 wonderful years. It's a dream come true for me to work for an extremely charismatic visionary leader.

Q9. What is your secret mantra at work?

Preeta - Excellent relations with everyone. Being extremely approachable and up for any change / challenge. These traits have always helped me shine wherever I am. Me being connected with both my previous organization colleagues are proof of my investment in people.

Continued on next page.....



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Breakfast with Preeta!!

Q10. Whom would you like to dedicate your success?

Preeta - Me and my adapting everchanging self. My loving parents whose traits I have imbibed in best proportion.

Q11. Would you like to mention any anecdotes regarding your professional career?

Preeta - After my stint of 10 years at Bekaert Industries Pvt. Ltd. I got into my present job after considerable number of years into my career. I was always advised against change and urged to continue in the same company. I acted on impulse and risked going against my family and well-meaning friends' advice and moved into my present company. My decision paid off and I work in an excellent company with Charismatic Chairman and excellent work opportunities. My understanding of the work and steady approach made me adept at my job. My interpersonal relationships are excellent. I would urge everyone to push themselves out of comfort zone and believe in themselves and take the plunge. After this I have mentored lot of my fellow friends too for interview preparations and salary negotiations. I also reach out to friends who are job hunting, laid off or freshers and connect them with organizations with job opportunities.

Q12. How has IASAP Pune helped you personally and professionally?

Preeta - IASAP has excellent contribution in my personal and professional life. I was a friendly person, but my public speaking skill was definitely honed while preparing for the Secretary of the Year Contest. Being on the Managing Committee and working as a team was a brilliant experience. Constant grooming sessions and professional tips enhanced my personality which helped in my interview too when I attempted to change my job almost after two decades. My job offer too came thanks to our own member Ms. Shital Bhate who earlier worked in my present company. There is immense scope to better your social skills as there are national and international conventions happening every alternate year. Some meaningful friendships formed and plenty of lifelong relations seen around keep the sisterhood going. Excellent mentoring by Hyacinth for Secretary contest and for cultural programs is cherry on the cake. Some idols like Geeta Rao and beautiful mentors like Maria Romel inspire me all the time. Time talk Group helps while I am stuck with any work-related issue. Girl power is amazing, and we have each others back all the time. I would sincerely urge youngster to join the dynamic IASAP.

IASAP is all about
#Professionals
#Learning
#Networking
#Collaboration
#Fun



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Dear Friends,

Thought of sharing a little bit of my life with you all. It's been a little over a year and half I was unwell. Everything stressed me out. The house maid, the food I ate, the work at office - on the health front - I had issues with my eyes, throat, teeth, blood sugar and vertigo .



I wanted to live a life according to what I read in the scriptures. I was always seeking perfection in everything, I couldn't settle for anything less. This made me appear autocratic. I realized the STRESS caused was damaging my health gradually. I used to retire to bed every night between 12.30 am to 1.30 am since I would be on an online service with DIVINE UK. I decided I had to make a change.

I have totally changed my lifestyle. I switched to -Ayurveda and sought help from an expert dietician from SHEOPAL'S. AYURVEDA's simple principle is - one wakes up early and retires to bed early. I started following it religiously. For 21 days I found it difficult, but once I started there was no looking back.

I am up at or **before 5.30 am** and drink two glasses of water.

6.00 am-6.30 am morning prayer on ZOOM

6.30 am-7.15 am YOGA online with Saurabh Bothra

7.15 am-8.00 am I read the scriptures

8.00am I get into the kitchen to make some breakfast with oats, almonds, walnuts, *moong and matki*.

After a shower I have my **breakfast at 8.30 am**.

9:30 am - one fruit.

11:00 am - another fruit.

1:10 pm one ayurvedic tablet for diabetes which I am take on alternate days, since my sugar levels have dropped beautifully.

1:30 pm - lunch which includes two jowar or bajra or nachni bhakris, two vegetables, a salad which contains fibre. Eat the fibre first and then the bhakris and vegetables.

4.30pm - nuts which include groundnuts, 4 cashew nuts, chana, walnuts (two kennels).

In the evening, I go to Church. Coordinate the Mass activity. On returning home, I have my supper which consists of two bhakris, two vegetables and salads (consisting of carrot and cucumber) Sometimes I also have broccolli and some red & yellow bell pepper at around 7.30 pm. After 15 minutes of my supper, I go for a 30-45 minutes walk. Whilst on a walk, I listen to an initial online service on Divine UK and then I retire to bed. In between when I get the time, I am online on Divine Colombo, Logos Retreat, and other useful spiritual online services.

The LORD has blessed me immensely and has blessed my siblings and their families too. I can see the growth in every family. WORK is a NORM. STRUGGLE is a NORM.

I PLAN to RETIRE by the END OF THIS FINANCIAL YEAR on MY OWN TERMS in the beautiful house that the LORD has blessed me with - Well deserved for all the struggles. I have a few friends. I didn't want QUANTITY, I lived for QUALITY. Hence did not venture into a FAMILY LIFE too.

Lina D'souza



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In July 2024, our very own IASAP member - **Ms. Rani Pereira** made us all proud with her beauty, talent and fitness by winning the **Mrs. India 2nd Runner Up** and two more titles to her credit, **Mrs. Talented** and **Mrs. Best Ramp Walk** organised by the Retro Clam Productions

Ms. Kalpana Shetty our IASAP member was invited as 'Guest of Honor' for the **India Icon 2024** - The Biggest Fashion Show of Miss & Mrs organised by Vishnupriya 7arts & BMF International Magazine in August 2024. She was felicitated as **Woman Entrepreneur for Social Work**.





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Herby Mint Tea

Ingredients:

300 ml water
60 ml milk
2 springs fresh mint leaves
2 tbsp orange pekoe (long-leaved)
Tea leaves
Sugar to taste



METHOD:

Place both herb leaves and tea leaves in a large kettle or pot. Pour boiling water over them, cover allow to seep for 3-4 minutes. Pour into individual cups through tea strainer. Add sugar and milk as desired. Serve piping hot, with any of the monsoon snacks.

Note: One may add a tiny squeeze of lemon, and omit the milk if desired. This will give the tea a tangy taste, and a heavenly amber colour.

Making time: 20 mins

Makes : 3 servings

Shelf-life : Best fresh and piping hot.

Hot Caramel Choco Walnut Tarts

Ingredients:

2 cups plain flour
3/4th cup softened butter
1/2 cup icing sugar
1/4 tsp vanilla essence
1 cup granulated sugar
1 tbsp cocoa powder
1 cup coarsely crushed walnuts
1/4 cup cream
2 tbsp butter
1 cup chocolate curls



Method:

Beat softened butter and icing sugar till soft and fluffy. Fold in vanilla essence and flour to make a crumbly dough. Divide in 12 ungreased tart moulds. Press down gently with the back of a spoon. Bring up side to line till rim. Even out by putting a thin sheet of plastic over dough, while pressing. Bake in a pre-heated oven, at 160C for 28-30 mins, or till golden. Remove, allow to cool to room temperature. Melt sugar in a heavy pan, till golden and fully liquefied. Take off fire, add cream and cocoa, whip till well mixed. Take care because mixture will boil furiously on adding cream. Add nuts, butter, mix well, allow to cool and thicken a little. Spoon into tart moulds, sprinkle thickly with chocolate curls. Serve warm with tea and snacks.



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Kiran Joseph	2/Oct
Malathi Iyer	3/Oct
Blanche D'souza	9/Oct
Ajeeta Shivdasani	11/Oct
Lina D'souza	19/Oct
Hyacinth Arya	21/Oct
Payal Bhatt Pandya	21/Oct
Karen Karbhari	22/Oct
Shirley Pinto	22/Oct
Archana Arora	24/Oct
Deepali Rewale	29/Oct
Pinky Batha	31/Oct

Chaya Hublikar	3/Nov
Mary D'lima	5/Nov
Lisa Martis	6/Nov
Nilufer Amroliwala	10/Nov
Assunta Christy	12/Nov
Farida Achadwala	12/Nov
Shital Bhate	12/Nov
Poonam Magoo	14/Nov
Sunita Shivadasani	14/Nov
Veronica Lopez	14/Nov
Asha Narhire	16/Nov
Magdeline Azved	17/Nov
Irene Rato	19/Nov
Rani Pereira	20/Nov
Neetu Anavekar	21/Nov
Maria Colaco	22/Nov
Monica D'souza	24/Nov
Sanobar Kotwal	24/Nov
Medha Joshi	26/Nov
Irene Gonsalves	27/Nov
Rashna Fraser	29/Nov

Doreen Dsouza	1/Dec
Havovi Kanga	3/Dec
Caroline Coelho	4/Dec
Indira Suratwala	4/Dec
Latha Nair	4/Dec
Deepa Sinha	8/Dec
Kavita Bhalerao	9/Dec
Connie Fernandese	13/Dec
Preeti Shinde	13/Dec
Dilnawaz Nekoo	15/Dec
Jyoti Koppikar	15/Dec
Raina Dubey	16/Dec
Jennifer Engineer	20/Dec
Daisy Dsouza	21/Dec
Maria Lobo	22/Dec
Sheetal Raote	23/Dec
Sarita Naidu (Aadhanki)	24/Dec
Meena Pardeshi	28/Oct
Beroze Divecha	29/Dec
Melanie Silveira	30/Dec
Jolly Alex	31/Dec

Forget the past; look forward to the future, for the best things are yet to come.

For regular updates Logon:
<http://www.iasapindia.com/Pune>

Send your articles/feedback to
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