

**MANAGING COMMITTEE**

**CHAIRPERSON**  
**JASMINE JOGI**  
98220 88938

**VICE CHAIRPERSON**  
**UMA NANDEDKAR**  
2672 7011

**HON. SECRETARY**  
**DILNAWAZ NEKOO**  
2672 7004

**HON. TREASURER**  
**BEROZE DIVECHA**  
4900 6000

**COMMITTEE MEMBER**  
**BAKHTAWAR**  
**BATTIWALLA**  
6605 1238

**JUHI SADHWANI**  
2567 2520

**IMM.PAST CHAIRPERSON**  
**LATA KHEDKAR**  
2545 1258

My dear friends,

IASAP is close to my heart as I am associated with it since last 29 years. I had dreamt of serving as the Chairperson of this dynamic Association some time during my career and yes, I did it. I must say, if you have the passion just follow it. Dreams really do come true!

I have completed my tenure of 2 years successfully & it was such a pleasure to carry on the great work that has been done by the past Managing Committees in driving Pune Chapter on the path of contributed success.

Since I took over as Chairperson, we brought in a few changes, ensuring new learning's with amalgamation of knowledge and pleasure in making attempt to meet up with your expectations. Educational trips, Women's Day, Admin Professionals Week, APC Contest, Diwali & Christmas celebrations, change in Attendance Rewards system, introduction of Social media etc which were all well accepted.

Unquestionably, ladies steering the Association would not have been possible without the support of my team and you dear members. I thank each one of you for coming in large numbers and patronizing every session initiated by the MC Team.

Today, this will be my last address as a Chairperson as I hand over the mantle to next Chairperson- Uma Nandedkar who I am sure will do her best in taking the Association to greater heights including handling of the 16<sup>th</sup> National Convention scheduled to be held in 2019 at Pune.

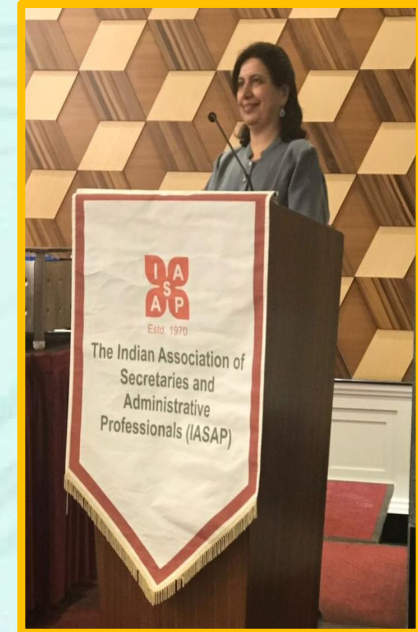
I conclude with a special THANK YOU to all the members. In return I wish each one of you SUCCESS at every step.

So seat back and enjoy reading this issue.

With warm regards.

JASMINE JOGI

**FROM CHAIRPERSON'S DESK**



**APRIL – JUNE 2018**

**The secret of getting ahead is getting started.**

**....Mark Twain**

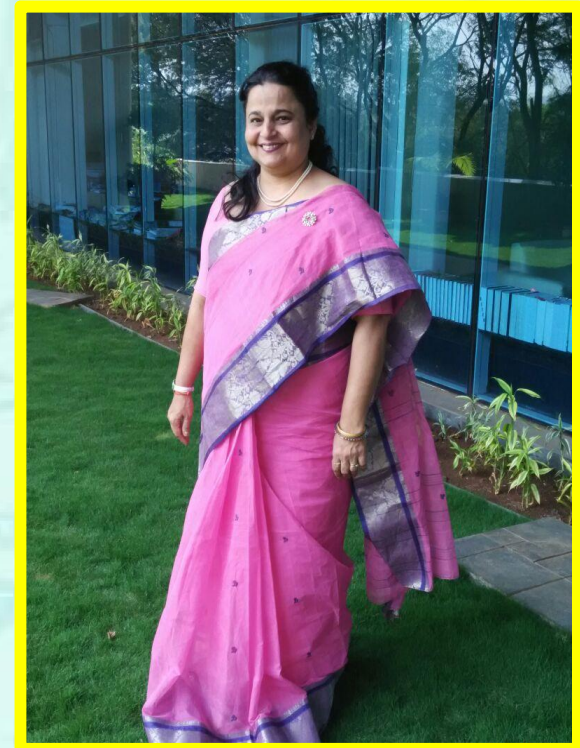
On the release of this quarter let me take this opportunity to thank all those who write to us and help make this medium more interactive. This will be my last newsletter as an editor as I move on to take over my next portfolio.

Evaluating happiness isn't a highly precise scientific undertaking. For one thing, happiness is a subjective term, and there's no universal measurement for it. Though someone smiles on the outside, it doesn't mean that his or her apparent joy reflects internally. There are many beautiful reasons to be happy. Do small favours for your housemates, expecting nothing in return or call at least one friend or family members a day. Its is also said “ Happiness is also about enjoying the simple things in life”. Like a happy wallpaper should bring the smile on your face.

As monsoon sets in, it's time to get drenched in rain, make paper boats, become adventurous and grab some hot pakodas. Keep Learning .. Keep smiling ! 😊

Always there !

Bakhtawar  
Editor





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



APRIL – JUNE 2018

APRIL  
SESSION

## SECRETARIES AND ADMINISTRATIVE PROFESSIONALS WEEK – 2018 “ASPIRE TO INSPIRE”



April has a special significance for Secretaries and Administrative Professionals. The Indian Association of Secretaries and Administrative Professionals (IASAP), Pune Chapter organised a live 'Cookery Demo' on 25<sup>th</sup> April, 2018, by Chef Saket Sharma, on the occasion of 'International Administrative Professionals Week', which is celebrated worldwide in the last week of the month of April. This was followed by the 'Boss–Secretary Dinner' on the 29<sup>th</sup> April, 2018, at The Fern Hotels & Club, Magarpatta Road, Pune which was well attended by bosses and secretaries from the corporates of Pune. Focussing on today's diverse role of Administrative Professionals in the corporate workspace, this year's theme **“ASPIRE TO INSPIRE”** was coined by Homai Mehta –President Emeritus IASAP.

Our Guest of Honour and key-note speaker, Himanshu Shekhar – a Leadership and Life Coach, addressed the audience on the theme, 'Aspire to Inspire'. He saluted all the admins who not only positively contribute to offices around the globe, but also dedicate themselves to the administrative profession.

Mrs Homai Mehta, President Emeritus and Director of Sir JJ College of Commerce, Mumbai, also graced the occasion and spoke on how Administrative Professionals can make every Business Associate a success. Vimala D'souza from Bharat Bijlee Ltd., Mumbai, and the All India President, IASAP, informed the gathering about the forthcoming Congress to be held in Papua, New Guinea from 24<sup>th</sup> to 28<sup>th</sup> September, 2018.

The event was compered by Jasmine Jogi – Chairperson and Business Development Executive – PAN India from Arwade Infrastructure Ltd. The entertainment quotient for the evening included a few on-the-spot and in-house games, followed by soulful melodies and dance performances . The evening concluded with a sumptuous buffet dinner - Ferns style.



**APRIL – JUNE 2018**

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## SECRETARIES AND ADMINISTRATIVE PROFESSIONALS WEEK – 2018 “ASPIRE TO INSPIRE”

Contd ...

Here's a glimpse of this wonderful event





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



APRIL – JUNE 2018

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SESSION

## SECRETARIES AND ADMINISTRATIVE PROFESSIONALS WEEK – 2018 “ASPIRE TO INSPIRE”

Contd ....

### The Ambiance of The Fern Hotels & Club, Amanora, Magarpatta



**AMAZING!**



**APRIL – JUNE 2018**

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**Recipes from Cookery show by Chef  
Saket Sharma of The Ferns Hotel**  
**Vegetarian Nachos Recipe**

**Ingredients:**

- 1 tbsp. olive oil
- 1 medium brown onion
- 1 clove garlic
- 1 can chopped tomatoes
- 1 cans pinto beans
- 1 bag corn chips
- 1 c. grated Cheddar cheese
- 1/2 c. sour cream
- 1 tbsp. chopped fresh coriander

**Directions:**

Preheat oven to 400 degrees F/350 degrees F in convection or fan-forced oven. Heat oil in medium frying pan; cook onion and garlic, stirring, about 5 minutes or until onion softens. Stir in untrained tomatoes and beans.

Bring mixture to a boil; reduce heat, simmer, uncovered, 15 minutes, stirring constantly, until mixture thickens slightly. Place corn chips onto large ovenproof plate; spoon bean mixture over chips, then sprinkle with cheese. Bake, uncovered, about 10 minutes or until cheese is melted. Serve topped with sour cream and coriander.



**Vegetarian Tacos Recipe**

**INGREDIENTS:**

- 2 tablespoons canola oil
- 3 cups shredded cabbage
- 1 medium sweet red pepper, julienned
- 1 medium onion, halved and sliced
- 2 teaspoons sugar
- 1 can (15 ounces) black beans, rinsed and drained
- 1 cup salsa
- 1 can (4 ounces) chopped green chilies
- 1 teaspoon minced garlic
- 1 teaspoon chili powder
- 1/4 teaspoon ground cumin
- 8 taco shells, warmed
- 1/2 cup shredded cheddar cheese
- 1 medium ripe avocado, peeled and sliced

**DIRECTIONS:**

In a large skillet, heat oil over medium-high heat; sauté cabbage, pepper and onion until crisp-tender, about 5 minutes. Sprinkle with sugar. Stir in beans, salsa, chilies, garlic, chili powder and cumin; bring to a boil. Reduce heat; simmer, covered, until flavors are blended, about 5 minutes.

Serve in taco shells. Top with cheese and avocado.

**Yield:** 4 servings.



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## **Recipe from Cookery show by Chef Saket Sharma of The Ferns Hotel**

### **Veggie Fajitas Recipe**

#### **INGREDIENTS:**

- 1 small zucchini, thinly sliced
- 1 medium yellow summer squash, thinly sliced
- 1/2 pound sliced fresh mushrooms
- 1 small onion, halved and sliced
- 1 medium carrot, julienned
- 1 teaspoon salt
- 1/2 teaspoon pepper
- 1 tablespoon canola oil
- 8 flour tortillas (8 inches), warmed
- 2 cups shredded cheddar cheese
- 1 cup (8 ounces) sour cream
- 1 cup salsa

#### **DIRECTIONS:**

In a large skillet, sauté the vegetables, salt and pepper in oil for 5-7 minutes or until crisp-tender. Using a slotted spoon, place about 1/2 cup vegetable mixture down the center of each tortilla. Sprinkle each with 1/4 cup cheese; top with sour cream and salsa. Fold in sides. **Yield:** 8 fajitas.



**APRIL – JUNE 2018**

## JUNE SESSION

The **31<sup>st</sup> Annual General Meeting** of the Indian Association of Secretaries and Administrative Professionals was held on **Sunday, 3<sup>rd</sup> June 2018** at **Hotel Shantai 10/3, Moledina Road, Rasta Peth, Camp, Pune – 411011.**

Our zealous IASAPIAN's attended the AGM in large numbers. Voting was done by ballot paper and results were declared by our Returning Officer – Mrs. Anubha Ram Gopal.

### Congratulations !!!

#### Attendance Awards were received by

- ❖ Annabelle Sallies & Assunta Christy for 100% attendance
- ❖ Clara Jagallo , Daisy Amaria, Farida Achadwalla & Agnes Raphael for 90% attendance
- ❖ Ernie Sethna, Kalpana Shetty, Maria Romel, Mithoo Wadia, Teresa Mascarenhas, Anita Martyres & Veera Chawla for 80% attendance





**APRIL – JUNE 2018**

**JUNE  
SESSION**

## **31<sup>st</sup> Annual General Meeting**

**Contd .....**

**A VERY WARM WELCOME TO ALL OUR NEW MEMBERS**

Thank you members for introducing New members in our IASAP family.

Member-get-member Awards were also given to members who introduced new members during the F.Y. 2017-2018.

### **KNOW YOUR NEW MEMBERS :**

#### **LIFE MEMBERS**

S.No.	New Members	Introduced by
1	Maria Samuel	Maria Romel
2	Sunita Madhure	Kalpna Shetty
3	Saroj Sarkale	Assunta Christy
4	Swati Nikam	Clara Jagallo
5	Kiran Joseph	Renewed from Ass. to Life
6	Zeeba Irani	Jasmine Jogi
7	Shital Rawat	Gracy D'souza
8	Kashmira Vakharia	Jasmine Jogi
9	Magdalena Menezes	Teresa Mascarnehas
10	Richa Katara	Joined from Tamil Nadu Chapter



#### **ASSOCIATE MEMBERS :**

S.No.	New Members	Introduced by
1	Anna Williams	Kiran Joseph
2	Santoshi Bist	Membership renewed
3	Cicely Joseph	Membership renewed
4	Christina Joseph	Clara Jagallo
5	Vinutha Daynial	Sandra Tehrani
6	Trupti Soman	Jasmine Jogi

**APRIL – JUNE 2018**

**JUNE  
SESSION**

**Our New Managing Committee for the year 2018 -2019 With All Smiles and ready  
FOR POWER PACKED PERFORMANCE DURING THE YEAR AHEAD !**



From Left to right: Ms GRACY D'SOUZA – Committee Member, Ms CLARA JAGALOO – Committee Member, Ms BEHROZE DIVECHA - Vice Chairperson, Ms JASMINE JOGI – Imm Past Chairperson, Ms ANUBHA RAM GOPAL – Returning Officer, Ms UMA NANDEDKAR – Chairperson , Ms DILNAVAZ NEKOO – Hon Secretary, Ms BAKHTAWAR BATTIWALLA – Hon Treasurer, Ms JUHI SADHWANI and Ms SWATI SHIRWALE – Committee Members





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



APRIL – JUNE 2018

**JUNE  
SESSION**

**Kudos to all our IASAP ladies who attended the session and made it  
successful !!!**

Contd .....





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



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JUNE  
SESSION

**OUR IASAP – PUNE CHAPTER - Growing stronger year by year !!!**



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A small story which beautifully illustrates that what you sow, you reap.  
You will get the fruits as per your karma."

Once upon a time there was a small time business man from a small village who used to sell butter in the nearby town. A big shop owner in the town was his regular customer. The villager used to deliver every month to the shop owner the required butter in 1 Kg. blocks and in turn he used to get grocery items like sugar, pulses etc from the big shop owner..

Once the shop owner decided to weigh the butter and to his surprise every block of butter weighed 900 gms. instead of 1kg. Next month when the villager came to supply Butter, the shop owner was very angry at him and told to leave the shop, to this the villager replied him courteously " Sir, I am a very poor villager, I don't have enough money to even buy the required weights for weighing the butter, I usually put the 1Kg sugar you give me on one side of Weighing scale and weigh butter on another side"

This simple story very beautifully illustrates that what we give to others comes back to us. -



..... Farida Achadwala

KARMA



do good things  
and good things  
will come your way

will come your way  
and good things  
will come your way





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn



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## Tips for Prioritizing Your Workload

A lot of people often believe that their workload is the reason for things going wrong in their life. This is because they tend to neglect an important factor - prioritizing. Prioritizing is a vital task that makes many aspects of your life more manageable. Small things like staying focused on what is happening at the present moment can make a huge difference in your life. While planning ahead is also important, you should first take care of the current situation. Here are some simple tips you can use to prioritize your workload and become more efficient.

### **Importance of notes?**

While most people use programs built into their computers to keep a track of their projects, making notes can make a huge difference when it comes to keeping things on track. This could be anything from a simple whiteboard to a printed document as an extension of your computer based schedule. This will help you stay focused and will ensure that no task slips through the cracks.

### **Things to leave out in the notes**

While making notes is very important, you must take care that your notes aren't overwhelming. So, it makes sense to avoid including routine tasks, like checking emails, in your list. The routine tasks could be included in your computer's in-built calendar. Make sure you do not include these routine tasks in your notes as it could lead to a certain amount of confusion.

### **Things to include in the notes**

While routine tasks can be left out of your notes, there are certain other smaller details that can help you organize your day in a better manner. For example, you can assign a time limit for each task on a particular day and plan the entire week in this manner. Once you have done this, make sure that you stick to the schedule. This will ensure that you can get all the tasks completed without having to burden yourself.

.....Jennifer Kumar

**APRIL – JUNE 2018**

The English language has some wonderfully anthropomorphic collective nouns for the various groups of animals.

We are all familiar with:

- a Herd of Cows
- a Flock of Chickens
- a School of Fish
- a Gaggle of Geese And
- a Pride of Lions

However, less widely known is:

- a Murder of Crows
- an Exaltation of Doves And, presumably, because they look so wise...
- a Congress of Owls.

Now consider a group of Baboons...They are the loudest, most dangerous, most obnoxious, most viciously aggressive and least intelligent of all primates! And what is the proper collective noun for a group of Baboons? Believe it or not ..... A Parliament!

**Yup... A PARLIAMENT OF BABOONS!!**

Pretty much explains everything, doesn't it? 🤔🤔🤔🤔



..... Hyacinth Arya

**APRIL – JUNE 2018**

## GLIMPSE OF OLD PUNE 50 YEARS BACK





**APRIL – JUNE 2018**

**Worlds unique flowers !!**



**Bat plant (Tacca integrifolia)**



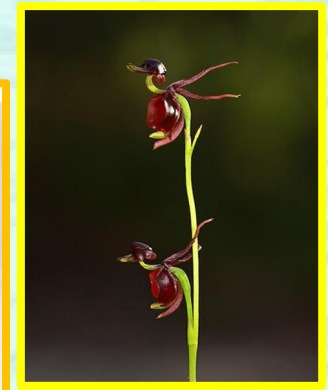
**Monkey Face Orchid (Dracula simia)**



**Dancing Girls (Impatiens bequaertii)**



**Tiger face in Moon Orchid (Phalaenopsis amabilis)**



**Flying Duck Orchid (Caleana major)**



**Hooker's Lips (Psychotria elata)**



**Naked Man Orchid (Orchis italica)**



**Bee Orchid (Ophrys apifera)**



**White Egret Orchid (Pecteilis radiata)**

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A full moon  
always rises  
at sunset.



Chewing gum  
while peeling  
onions will  
keep you  
from  
crying.



AMAZING  
FACTS  
TO BLOW YOUR MIND



A violin  
contains over  
70 separate  
pieces of  
wood.



Did  
You  
Know?

Did you know...

In 10 minutes, a hurricane releases  
more energy than all the world's  
nuclear weapons combined.



The human eye can  
distinguish about 10  
million different colors.



APPLES  
are more  
effective at  
waking you up  
in the  
morning  
than coffee.



**APRIL – JUNE 2018**



**Happy Birthday**



### BIRTHDAYS IN JULY

Supriya Panchal	3rd
Meena Kapoor	3rd
Muriel Christy	4th
Geeta Rao	8th
Elizabeth Fernandes	8th
Gracy Dsouza	9th
Suchitra Gokhale	9th
Shanta Mohan	15th
Monica Mangal	15th
Sandra Rebello	16th
Varsha Sutar	18th
Elizabeth Daniel	19th
Anita Martyres	22nd
Hema Shrigiri	29th
Pushpa Gonal	31st

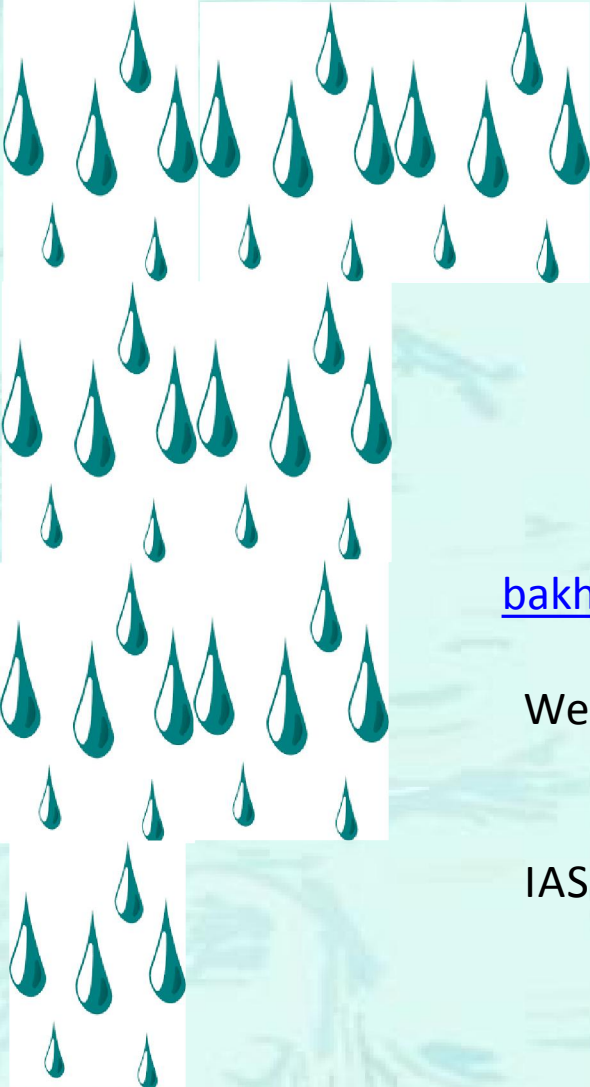
### BIRTHDAYS IN AUGUST

Joanet Lobo	2nd
Anita Nair	3rd
Annama Williams	3rd
Sita	
Muralidharan	6th
Swapna Shetty	6th
Kainaz Dalal	6th
Marie Menezes	8th
Maria Sequeria	9th
Nirmala Rawat	13th
Varsha Deshpande	13th
Juhi Sadhwani	15th
Preeti Singh	15th
Helen Natto	18th
Saroj Paranjape	20th
Pretty Vaz	24th
Kamala Ramanathan	25th

### BIRTHDAYS IN SEPTEMBER

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

**APRIL – JUNE 2018**



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&  
We are online at [www.iasapindia.com](http://www.iasapindia.com)

Also do join us on :  
IASAP Pune Chapter Facebook page &  
LinkedIn as well ☺