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Indian Association of Secretaries and Administrative Professionals (IASAP), Pune Chapter



16TH NATIONAL CONVENTION

11th – 14th October, 2019

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Convener's Message



A Warm Welcome to PUNE “The Oxford of the East”,

....And to the **16th National Convention** of the **Indian Associations of Secretaries and Administrative Professionals (IASAP)** scheduled from 11th to 14th October, 2019.

Attending the IASAP Convention is one of the most dynamic and rewarding experiences you will have as a member of a Professional Association.

We at IASAP believe that “If you are fit you can fight without making the fight your right”.

Our theme “**WOMEN SHAPING THE FUTURE**” has been aptly designated. It will give you a heads-up for facing today's competitive corporate world and integrate in shaping the future of any organization. There is no limit to what we as women can accomplish. The objective of this Convention is to provide you with a rewarding education-focused event featuring cutting-edge professional development sessions and numerous opportunities to build career enhancing relationships with Administrative Professionals around the country.

The Managing Committee and members of IASAP Pune Chapter have worked diligently to ensure you receive the best during these 3 days. Besides great learnings, you will also experience joy of meeting old friends, sharing new dreams and simply have a fun-filled, exciting time here. Whether you are a first-time attendee or have attended numerous conventions, this is surely going to be the one you will have no regrets.

I conclude by thanking each one of you for your participation and making this convention a memorable one. Do relish the opportunity & stay abreast of the profession, rekindle acquaintances, forge new friendships, network with other Secretaries and Administrative Professionals from various parts of India and Asian countries, enjoy the sights, culture and fun time while in Pune.

I'll see you here!

Lata Khedkar

Past Chairperson (2014-16)

NATIONAL CONVENTION 2019 TEAM MEMBERS



Uma Nandedkar



Jasmine Jogi



Beroze Divecha



Dilnawaz Nekoo



Lata Khedkar



Bakhtawar Battiwalla



Surekha Deshpande



Gracy Dsouza



Annabella Salis



Hyacinth Arya



Monica Dsouza

Message from Chairperson - Pune Chapter



“We do our best and our best keeps getting better.”

So it is with each of us and so it is with this family called IASAP.

It gives me immense pleasure and honour to extend a warm and cordial welcome to you on the occasion of 16th National Convention of IASAP scheduled from October 11th to 14th, 2019.

We have proud privilege to welcome all delegates from India and Overseas. We are fortunate to host this mega event in the city of Oxford of East – PUNE. This conference will be with update on knowledge and skills of Secretaries and Administrative Professionals.

We are confident that this Convention will definitely provide us the opportunity to further enhance our knowledge and foster creative learning in all aspects.

“Difficulty in a job should be accepted as challenges; these are what mould you to make you better at what you do.”

With Best Regards,

Uma Nandedkar

(2018 - till date)

IASAP PUNE JOURNEY

National Institute of Personal Secretaries (NIPS) as we all knew it, was an acorn firmly established in Mumbai as the NIPS Head Quarters - by Mrs. Homai & Mr. Homi Mehta. This had already taken shape and was running in Mumbai since 1970. Subsequently with the relentless efforts from Head Quarters the other chapters established were Tamil Nadu Chapter (April-1983), West Bengal Chapter (February-1985) and Delhi Chapter (November 1986), Pune Chapter in 1987, Bangalore Chapter in (1990) and the last one was Hyderabad Chapter (1993).

In 1986 Kashmira Jijina who was already a member of the Mumbai NIPS had relocated to Pune. In 1986, Geeta Rao & Kashmira Jijina enthusiastically took part as contestants in the 'SECRETARY OF THE YEAR CONTEST' (SOTYC) held in Mumbai. It was here the talks of starting a Chapter in Pune took its course. Mrs. Homai Mehta explained the aims and objectives of NIPS to Kashmira & Geeta and urged them to take it forward. Thereafter when Geeta went to attend the National Convention in Mumbai, Homai invited her to attend the AIGC meeting and encouraged her to start the Pune Chapter and explained how to go about it.

On returning back to Pune, Geeta Rao & Kashmira met, decided to give it a try and garnered more like minded ladies in their contact viz Khurshid Engineer, Perviz Patel, Jeroo Taraporewala, Ernie Sethna, Zenobia Pajniger, Mithoo Wadia, Maria Joseph, Irene Rato & Florence Boodle who got together wherein the objectives and purpose of this association was explained. Thereafter they formed a team and set out to start the Pune Chapter. Proud of having taken the plunge and standing tall they formed a Committee.

The NIPS Pune Chapter was officially inaugurated on the 27th of April 1987 and Mrs. Florence Boodle took over as the first Chairperson, Geeta Rao as Hon. Secretary & Khurshid Engineer as Treasurer. We as members today are indeed proud of these visionary stalwarts.

Today after 32 years, the flag of IASAP, Pune Chapter flies high, with the relentless contribution of the Portfolio Holders & Committee Members under the able leadership of the below Chairpersons.



Florence Boodle
1987-1988



Geeta Rao
1988-1992, 2003-
2006, 2007-2009



Perviz Patel
1992-1994



Late Khurshid Engineer
1994-1996



Veera Chawla
1996-1997



Late Bernadette Dcosta
1997-1999



Hyacinth Arya
1999-2003



Surekha Deshpande
2006-2007



Kanta Ahuja
2009-2012



Veena Bengle
2012-2014



Lata Khedkar
2014-2016



Jasmine Jogi
2016-2018



Uma Nandedkar
2018 - till date

Message from President Emeritus



Friends,

Congratulations and Kudos to the Pune Chapter for hosting the 16th National convention. This is the third time that Pune has had its turn. Pune had hosted in 1990 and 2005.

The theme Women Shaping the Future is apt for deliberation at the convention. I am sure the delegates will have much to take away and shape the future not only for themselves but others around them.

The 2nd highlight of the Convention is the Administrative Professional Contest. Congratulations to the Winner and the Regional Winners also all contestants for putting their best foot forward. The contest provides the impetus to professional excellence and is an important yardstick for benchmarking themselves with the best in the profession.

We now look forward to celebrating 50 golden years of IASAP in 2020 which is an exciting year globally.

My thanks to all Chapter Chairs and their teams for their dedication. Soon after this Convention Vimala our All-India President and the GC will initiate activities for celebration of our Golden Jubilee. We seek co-operation of all our Chapters to make this event a memorable one...

With best wishes to all!

Mrs. Homai H. Mehta

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Message from President All-India



Dear Members,

While we cannot change the past, we can shape the future...

May the spirit of Womanhood be our firm belief, then act responsibly and proactively!

The women's movement started way back in the early nineteenth century and is alive even today. If we go back in history, we will note that it took place in 3 waves:

- Wave 1- from the 19th to early 20th century- 'Suffrage Movement' on women's right to vote.
- Wave 2- from 1960's to late 1980's – stressing on 'Legal rights for Women'.
- Wave 3- from 1990's onwards, equality in all spheres of life – 'The Liberation Movement'.

Many courageous women mostly from the middle class fought these battles paving the way for reformation and a change of mindset. To name a few – Florence Nightingale - the lady with the lamp, Rosa Parks who sat still in Public transport... considered the first lady of the reformation movement and our very own Savitribhai Phule who worked tirelessly to educate women. All these movements which made 'History' were the focused struggle by women for reformation and emancipation.

Women who were taken advantage of and confined indoors, started moving out and contributing to their family income, they joined the 'World of Work'. They had to face competition, discrimination, balancing home and work, child rearing and several hardships, yet they kept going and together paved the way for change in society. The Secretarial role suddenly gained significance in the workplace and provided job opportunities for many women who could multitask and leave only the decision making to executives, while they successfully accomplished all other routine activities for their bosses. It was at this time that our Association was born in 1970 in response to the growing need for Secretaries across organisations. The husband wife team of Homai and Homi Mehta along with other likeminded individuals came together to form National Institute of Personal Secretaries (NIPS) – a platform to mentor Secretaries across organisations, started in Mumbai on 15th October, 1970 and then spread across the country with 7 chapters today. It has changed with the changing times, starting with the change in name to 'Indian Association

of Secretaries and Administrative Professionals' (IASAP) to include membership of a progressive workforce across varied portfolios in the Business and Corporate World. Many among us have been leaders in our own right, as Presidents, GC members in IASAP and also at our workplaces. Your role has often required you to make that shift, to acquire new skills and take on additional responsibilities besides managing home and family which each one of you have handled with aplomb and great success - Do give yourself a pat on the back. Many of you have been sponsored by your companies; this in itself proves how your Companies are part of your learning and growth journey while viewing your eagerness to enhance your professional knowledge. They have been partners in your success ensuring you develop yourself to embrace change and stay on top of it.

Throughout history women have always been discussed in terms of what they 'Could not' or 'Should not' do. Not anymore.... Her time has come with 'Herstory' – a celebration of not only what women can do but what they have accomplished crossing all odds. Women you have shown that you are achievers in all walks of life from Homemaker, to Career Women. Activists, Doctors, Lawyers, Astronauts, Writers, Engineers, Pilots, Drivers, CEOs, Bankers, Entrepreneurs, Mountaineers, Administrative Professionals... yes and the list goes on. Today women have successfully taken on the dual roles with a perfect 'Work Life Balance' very efficiently and effectively. Increased involvement in social issues and speaking up for justice has become significant. Today women are conquering the skies, taking up alternate professions once dominated by men. Increased education of girls in different fields and even the 'World of Work' is realizing the role of women and their importance at the workplace....We have of examples – the all Women's Kirloskar factory (pump manufacturing factory in the Kaniyur village, near Coimbatore in Tamilnadu) where the Kirloskar brothers are rewriting the future of young women, the HUL now all women employee nail product manufacturing unit in Haridwar, in its attempt towards being a more gender balanced organization and at the Mondelez best performing Indian factory in Sri City, Andhra Pradesh has half of its staff as women, with 149 women out of the 300 permanent employees on the shop floor and PGIL in rural Pune (Koregaon Bhima) a renowned manufacturer of Automobile Lamps, Light Assemblies with state of the art Machinery run by 150 skilled employees of which 90% are women. Yes Women you are shaping the future by your actions today! Keep up your good work ladies!

Women, who dared because they really cared, having a deep desire to grow and steal the show. Women, who overcame every tough roadblock, have taken in their stride each and every shock. Women, who have always balanced home and family, today are holding corporate reins with glee.

Women today are so successful in professionally too, Oh Woman, that is the real 'Wonder of you'.

Women, on despite every odd and peril, God will guide and show you how to triumph over evil.

Vimala Dsouza

TURNING A DREAM INTO REALITY



I truly believe that no vision can be achieved by a single person. It is actually a combined effort & at IASAP I realized that there were different phases providing enormous opportunities for learning. I was blessed to have been introduced to NIPS (now IASAP) by Perviz Patel way back in 1988. Though I joined this Association with a doubt, soon I realized that it was a turning point in my career.

I joined the Managing Committee & served as a Committee Member from 1990 to 1996. I owe special thanks to all my associates who supported me, gave me constant feedback & advice from time to time during that period. Today I can proudly say that this exposure has transformed me and enabled me to be instrumental at my workplace as well.

I have handled various responsibilities & assignments with perfection by getting into details, during my 32 years of long tenure as a Secretary to M.D.'s & E.D.'s from different Corporates.

"When you think you have reached the end, that's the time to start again." Thus, with the exposure & expertise I had gained over the period, I thought it was time to embrace change. Hence in Oct. 2017, I took a plunge and seized a challenging position as 'BUSINESS EXECUTIVE' at Arwade Infrastructure Ltd. - an upcoming Industrial & Institutional Construction Company. IASAP & my bosses have also helped me to add value to my job profile.

IASAP provides practical discussion platform where one can discuss & learn from peers, experts, speakers, leaders & gurus from Corporates to become more efficient, regularly having access to be future focused and harness the power of synergy.

It was my dream to climb up the IASAP ladder one day. Remembering Dr. Abdul Kalam's saying; "A dream is not something that you see while sleeping, it is something that does not let you sleep". This also prompted me to realize that learning is a life-long process & does not stop when we get a job. So I re-joined the Committee as Vice-Chairperson in June 2014 & later took over the mantle from Lata Khedkar to serve as Chairperson from June 2016 – June 2018.

Being the Chairperson of IASAP, Pune Chapter has been a wonderful, unforgettable experience – something that will stay with me for life. It has indeed opened me up to a whole new world, making me much more confident & empowered. I take this opportunity of thanking all IASAP Members for the trust & confidence reposed in my Committee & me during my tenure. I am indeed proud to be associated with IASAP. It is my desire to encourage others to join this Association and to do my little bit in helping them grow too.

Long Live Pune Chapter and Long Live IASAP !

Jasmine Jogi

Immediate Past Chairperson, Pune Chapter (2016-18)

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A TURNING POINT



Dear Friends,

I, was introduced to NIPS (now known as IASAP) by my sister-in-law Roshan Divecha, but a timid person that I am by nature, I thought joining NIPS was not my cup of tea. However, by constant coaxing, I attended a monthly session which was a turning point and joined the Association in 2002.

As years passed by, I realised that sooner you confront your fears, one can overcome them. I grew up with IASAP and today I would say I have no regrets at all. In 2004, I participated in the SOTYC which boosted my confidence and I have never looked back thereafter. Little did I know this would lead to a new and expanded platform in the coming years.

I joined the Managing Committee as a Committee Member during Kanta Ahuja's time way back in 2009. Having worked in the Finance Dept. with my company Arwade Infrastructure Ltd., since inception and Finance being my forte I took up the position of Hon. Treasure during Lata Khedkar's tenure from 2014. Today I have climbed up the ladder now holding a responsible position of Vice Chairperson since June 2018 and promise to put in my best at all times for the benefit of our Chapter & Members. For this I would like to thank all my past Chapter Chairperson's Kanta Ahuja, Veena Bingle, Lata Khedkar, Jasmine Jogi & my present Chairperson Uma Nandedkar in having faith & trust in me for handling the various portfolio. Not to forget I would like to thank Geeta Rao for giving me an opportunity to work with her during our 8th Pune National Convention in 2005.

Travelling, Dancing, cooking has always been my passion & my hobby. I am also a fitness freak and keep taking part in long-distance Marathons.

Today I can proudly say that in my journey with IASAP, I get the opportunities of not only learning but also adding more to my interests. I have made more friends, connected to numerous members & facilitators across the globe through various Sessions, Conferences and International Conventions held by IASAP.

Here's wishing my IASAP-Pune Chapter a great success !!!

Beroze Divecha

Vice Chairperson, Pune Chapter (2018 - till date)



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Message from Chairperson - Bengaluru Chapter



Dear Uma & Team,

Greetings to you from IASAP Bangalore Chapter!

Hearty Congratulations to you & your team for hosting the 16th National Convention at Westin, Pune.

We from Bangalore chapter are eagerly looking forward for the great learning sessions, network sessions & last but not the least Pune city tour.

I am sure we will have loads of memories to take back with us & it's going to be a memorable one.

I wish you and your entire team a great success for this convention. Also best wishes to all the members of IASAP across India a great growth both personally & professionally.

Warm regards,

Roopa Prasanna Murthy

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Message from Chairperson - Delhi Chapter



Dear Uma, Members of Management Committee and Members of Pune Chapter,

On behalf of the Management committee and Members of the Indian Association of Secretaries & Administrative Professionals, Delhi, it gives me great pleasure to congratulate Chapter Chairperson Uma Nandedkar, her team and Members of the Pune Chapter on their superlative efforts toward making the Chapter's Administrative Professional Contest and hosting the Convention a great success. My greetings and best wishes to all on bringing out a Souvenir on this occasion.

I wish all the contestants who are taking part, all the best in their endeavor. It is not important to win, but it is important to participate and be a part of the whole process.

Kudos to your entire team who, I am sure, have worked very hard to make this event a big success. The ladies who participate in the contest feel proud and when they win, not only they and their families, but their organizations also feel proud of them.

Today's Administrative professionals have different profile. With the use of technology they also contribute to lead projects and add value to their companies.

As per the industries requirement there should be some innovative change in IASAP. IASAP leadership requires new ways of visibility so that it could attract Administrative Professionals to be a part of IASAP and contribute to workplace excellence. When something belong to us, we take good care of it whether it is our Country, Home or organization. IASAP is an Association which belongs to all of us.

Together we all grow. Coming together is a beginning. Keeping together is progress. Working together is success.

Anjana Tandon

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Message from Chairperson - Hyderabad Chapter



My hearty Congratulations to you, The Managing Committee, Convention Committee and all the members of Pune Chapter on bringing out a Souvenir on the occasion of 16th National Convention and Admin Professional Contest 2019.

On behalf of Hyderabad Chapter, my best wishes to all the contestants who have come forward and successfully completed the written test, GD and Extempore rounds in Regional Finals at Pune. I wish them to prepare well and work hard for winning crown in National Finals.

“Believe in yourself and start dreaming for setting Goals of your life, success will be yours”

Under the best leadership of Uma, I do hope Pune Chapter will surely make it a Grand Success on hosting the 16th National Convention.

Please Plan out advance, Organize the events, Staff accordingly, Direct your team, Coordinate accordingly, Report all the activities, Budget all the Expenses.

A Leader should always control emotional balance, guide the team, motivate them to achieve success. Wishing you and your team all the best for a Great Convention.

Thanks & Regards,

Sridevi Marella

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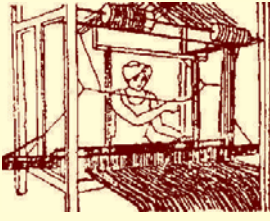
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CONVENTION ITINERARY AT-A-GLANCE

Friday, 11th October, 2019

09.00 - 11.00	Arrivals- AI President, IASAP Chapter Chairs, AIGC Officios & AIAPC Contestants
11.30 - 13.00	AIGC meeting
13.00 - 13.30	Lunch - AIGC Officios & AIAPC Contestants
14.00 - 16.30	AIAPC Presentations & Personal Interviews
14.30 - 16.30	Registrations for Residential Delegates
17.30 - 18.00	Registrations for Non-Residential Delegates
19.00 - 22.30	Inauguration of IASAP 16th National Convention AIAPC Finale & Gala Dinner

Saturday, 12th October, 2019

07.15 - 08.00	Dance Your Way To Bust That Stress
9.30 - 10.30	Session 1: 'The Essence Of Relevance In A VUCA World' Facilitator: Ms. Anu Wakhlu
10.30 - 10.45	Tea Break
10.50 - 11.50	Session 2: 'Treading New Avenues For Better Empowerment' Facilitator: Ms. Anjana Mascarenhas
11.55 - 12.55	Session 3: 'The Art of Manifesting' Facilitator: Ms. Rashmi Shiradkar
13.00 - 14.00	Networking Lunch
14.00 - 14.45	Power Of Rejuvenation - Dr. Anand Godse
14.45- 15.00	Tea Break
15.00 - 15.45	Session 4: 'Supernatural Transformation' Facilitator: Ms. Nidhi Dhanju
15.50 - 16.50	Session 5: 'Aligning Interaction' Facilitator: Ms. Hyacinth Arya
17.00 - 19.00	Free Time
19.30 - 22.00	Dinner at Westin

Sunday, 13th October, 2019

09.30 - 10.30	Session 6: 'Thriving Through Change- Elevate The Leader Within You' Facilitator: Mr. Manish Kulkarni
10.30 - 10.45	Tea Break
10.50 - 11.50	Session 7: 'Creative Ideation' Facilitator: Mr. Adi Pocha
11.55 - 12.55	Session 8: 'Health & Wellness After 40' Facilitator: Dr. Shona Nag
12.55 - 13.30	Networking Lunch
13.30 - 14.30	Bus departures
14.30 - 16.30	Visit to Bollywood Legend Site & Chapter wise Photo Session
16.30 -17.30	Travel to Amanora Park Town
17.30 - 17.45	Hospitality & High Tea by Amanora - The Ferns Hotel
17.45 - 18.00	Presentation by Amanora Park Town
18.15 - 19.30	Cultural Evening by Amanora Park Town Members
19:45	Bus departures
20.30 - 22.00	Farewell dinner at Hotel Westin

Monday, 14th October, 2019

07.30 - 09.00	Breakfast & Check Out
09.30	Bus departures Pune for Education Excursion to Panchgani & Mahabaleshwar

OUR SPEAKERS FOR THE CONVENTION

Ms. Anu Wakhlu is a Professional in the field of Leadership & Human Resource Development with more than 30 years of wide experience. She is a Certified Executive Coach who specializes in facilitating Organizational Change & Transformation. She is a Consultant & Facilitator to a large National & Global corporate clientele. Anu is an author of the book "Time & Life Management", Co-founder and Chairperson of Pragati Leadership and Executive Director of Pragati Foundation. She will be conducting a session on 'The Essence Of Relevance In A VUCA World'.





Ms. Anjana Mascarenhas – The Managing Director of Diva Pageant Studio and India's Premier Pageant Coach, covering almost every state in India and also internationally. A recipient of a line-up of awards – prestigious ones being 'The Rashtriya Mahila Udyogbhushan', 'National Director' for Mrs. Universe 2017 to 2019 & 'United Nation International Pageants & Mrs. Queen of the World 2018 & 2019'. She instills will and power to enhance 100% self esteem and makeover. She will be conducting a session on 'Treading New Avenues For Better Empowerment'.

Ms. Rashmi Shiradkar is a Project Manager in software industry by profession, and social media blogger, motivational speaker by passion. Her goal is to spread message of motivation and positivity. She is a certified NLP Coach (Neuro Linguistics Programming) i.e. Human Mind technology, Train your brain to achieve success, health, relationship. She will be conducting a session on 'The Art of Manifesting'.



Dr. Anand Godse is a Consulting Health Psychologist and holds a Masters Degree in Industrial Psychology and doctorate in Suryanamaskar (Health Psychology) from the University of Pune. He has penned a few books on his subject of interest. A vibrant person and takes keen interest in sharing the art of enjoying life. He will give us the 'Power Of Rejuvenation'.

Ms. Nidhi Dhanju – A Learning & Organization Development Professional for the last 16 years, her core areas of work are in the various facets of Human Resource Development, Institutionalization of Leadership Assessments and Development, Diversity and Inclusion practices, Executive Mentoring, Innovation Management and Leadership Development interventions. Ms. Dhanju is an avid traveler with a passion for people and cultures. She is a very gregarious person. She will be conducting a session on 'Supernatural Transformation'.



Ms. Hyacinth Arya – A Behavioral Science Corporate Trainer & Facilitator for the last 22 years with a clientele of 47 Corporates- both Domestic & International that span across Insurance, FMCGs, Engineering and the Construction streams. Team, Time and Corporate Communication is her forte. She is a Facilitator & Visiting faculty to 10 MBA Institutions, College of Military Engineers and Pune Police Training Academy. She is vociferous on 'Woman Empowerment'. She will be conducting a session on 'Aligning Interaction'.

Mr. Manish Kulkarni having over 3 decades of Marketing, Strategy and Business Development experience across industries. Manish has worked at various locations in India, Singapore and Vietnam. He is currently the Director of Strategy and Business Development at BDB India Private Limited, a Pune Headquartered Strategy Consulting and Market Research organisation. He will be conducting a session on 'Thriving Through Change- Elevate The Leader Within You'.



Mr. Adi Pocha is a Writer Director with 35 years of extensive experience in the Advertising, Communications & Entertainment Industries. At a young age of 25 he was a Creative Director at Lintas and was on the Board of Directors of UTV. Currently he is the Founder / Director of Squirkle Productions which specialises in Corporate and Documentary filmmaking. He is an effective communicator and is capable of conceiving innovative strategies at work place. He will address on techniques which will generate ideas and create brainstorming solutions at workplace. His interactive workshop will be on 'Creative Ideation'.

Dr. Ms. Shona Nag – Trained in Medical Oncology from Tata Memorial Hospital, Mumbai and St George Hospital, Sydney. She is practicing in Pune as Consultant Medical Oncologist as Director of Oncology - Sahyadri Group of Hospitals - and is a Visiting Oncologist at KEM Hospital - Mumbai. Dr.Nag specializes in the areas of Women cancers and Cancer Genetics. She is involved in cancer prevention and survivorship aspects of breast cancer. She will be conducting a session on 'Health & Wellness After 40'.



Message from Chairperson - Tamil Nadu Chapter



It gives me immense joy to congratulate and wish the Pune Chapter all the best for the National Convention.

The theme you have chosen, **“Women Shaping the future”** is very apt as it projects the power and potential of women to transform their own life and thereby contribute to the nation building.

The Tamil Nadu Chapter wishes the Convention all success.

R.B. Sudha

Message from Chairperson - West Bengal Chapter



Dear Uma and the entire team of Pune Chapter,

Congratulations for hosting the 16th National Convention.

On behalf of my Managing Committee and the members of West Bengal Chapter, I extend our best wishes to you and the team. Your theme choice – **“Women Shaping the future”** is voracious. We women are challenged everyday and we have proved that women can face any challenge in life with determination, passion and team work.

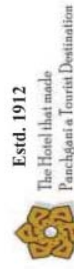
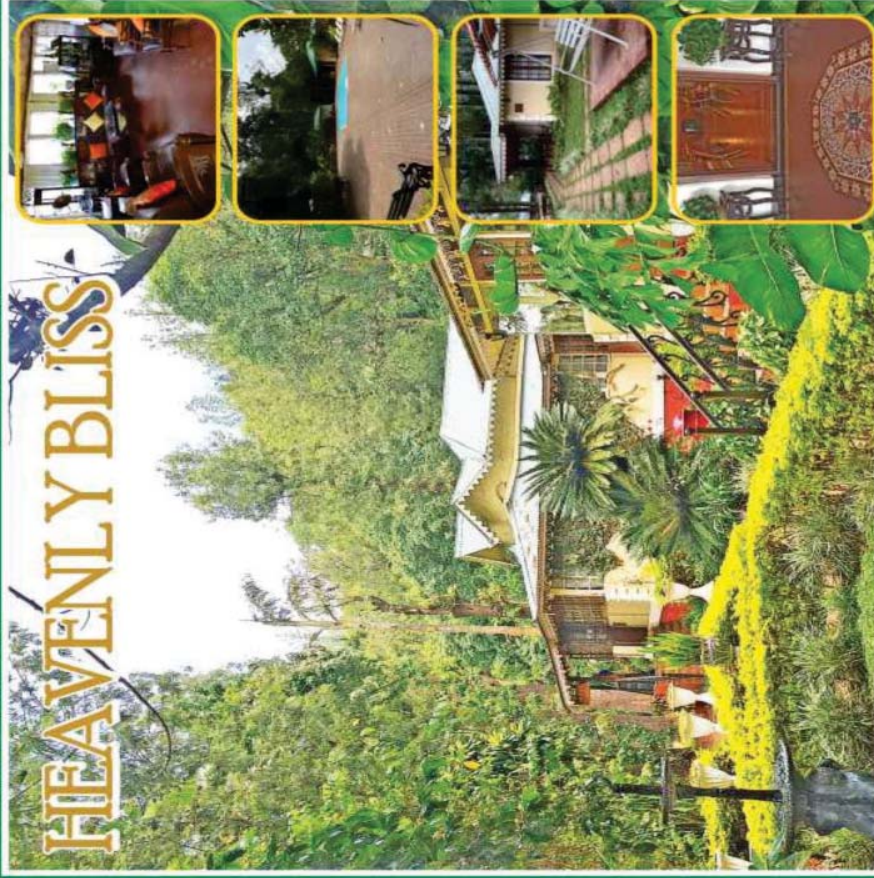
Life, as always, is a learning experience and IASAP is a platform of learning and growing, making us excel at what we do, in a profession we all love, and this is where we Administrative Professionals come together to show case our talent and creativity in various fields.

Although I am unable to attend this Convention I take this opportunity to wish you and the delegates the very best for a successful and interactive convention.

Best regards,

Dhanalaxmi Kaliram

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Message from Co-Founder Member - Pune Chapter



Congratulations to Uma Nandedkar, Chairperson of the Pune Chapter, and her team for organising the 16th National Convention. It is both a privilege and a challenge for you to host the National Convention after 14 years.

The theme “**Women Shaping the Future**” aptly brings out the fact that today Women are excelling in every field. Most of the top positions are held by women, who have broken gender barriers and worked hard for their rights and made progress in the field of politics, arts, science, law, etc. To name a few stalwarts Nirmala Sitaraman, Mrs Arundhati Bhattacharya, Naina Kidwai, Kiran Mazumdar Shaw, Shobhana Bhartia, Indra Nooyi. Kalpana Chawla, Mary Kom, Saina Nehwal, Ekta Kapoor, and I can go on..... IASAP is a guiding force.

This is one forum which throws a lot of challenges as it gives us ample opportunities to prove ourselves as leaders. Kudos to the Managing Committee Members of the Pune Chapter for the untiring efforts put in and all the ever willing members who have volunteered to help make this convention a grand success. I take pride in being a part of this wonderful movement. I look forward to welcoming all delegates to Pune and convey my best wishes for a wonderful experience at the 16th National Convention 2019 to be held at Westin Hotel, Pune. Cheers!!

Geeta Rao

Co-Founder Member & Past Chairperson (1988 - 92, 2003-06 & 2007-09)

Pune Chapter

A TRIBUTE TO IASAP PUNE CHAPTER

IASAP (originally NIPS) Pune Chapter is to me a child so rare
Born on 24th April, 1987 with excitement and fan fare
For its birth, we team members had toiled & slogged
And to a full house the Pune Chapter was launched.

It was an uphill task in the first couple of years
For the Chairpersons & Managing Committee Members
To organise monthly meetings and scout for donations
Walking a tight rope to take care of the new born Association.

Amongst the many, not forgetting Jeroo Taraporwalla's valuable contribution
Members who initiated and nurtured the new born Chapter
Hotels & Corporates for supporting our growing reputation
In particular, Hotel Blue Diamond for continual sponsorship & co-operation.

Chairperson, yours truly, became by polling
When the Chapter was a toddler trying to find its footing
Resolved to do the best with a committee so stimulating
(Geeta, Veera, Irene, Jasmine, Kashmira, Surekha, Kanta, Jyoti, (L) Khurshid)
And the support of Members and Well Wishers so obliging.

A task it was to get the members to attend the monthly meetings
Elated with confirmations but the actual turnout was disheartening
Because those days the member base was minuscule and implicit
Meeting two ends with a tight budget, there was always a fiscal deficit.

The Secretary of the Year Contest and Boss Secretary Dinner
Big events requiring lot of planning and immaculate arrangements
Besides sponsorships, organizing the Chief Guest, Compere & Speaker
Taking its toll but the appreciation and accolade making up for the anxious moments.

Overall training & development of members, an ongoing process
Through monthly programmes, one-day seminars & national conventions
To keep them abreast of emerging technology trends & new office innovations
Equipping them to face the competition and meet the challenges in their careers.

At the end of the day, it was a good exposure and experience
Lessons in fortitude, tolerance, forbearance, networking & patience
A feeling of satisfaction and contentment for a tenureship well done
Ready to give the reins to the next incumbent with back-up support to lead on.

Originally National Institute of Personal Secretaries (NIPS)
With the winds of change came the professional metamorphosis
Transition to a Multi-tasking office assistant & rechristened to
Indian Association of Secretaries & Administrative Professionals (IASAP).

A name to be reckoned with, today the Chapter has grown into an Institution
A far cry from the toddler days, firm on its foot and sure of its onward success
May it grow from strength to strength, be the BEST amongst all the others
We are PROUD to be the members of an Association that has given us such INSPIRATION.

Perviz Burjor Patel

Past Chairperson (1992-1994)

A Thought to Ponder - Kudos to IASAP

Dear Members of IASAP and ASA Members,

Create a circle of influence - that revolves around making you smile,
Time will fly by in just a jiffy, so humour yourself and go that extra mile.
A genuine SMILE is a small curve on the face that improves the face value,
Practice throughout the day, this betters any friendship - do take this cue.
Out there are challenges, there is no place for weak hearted and meek,
Wake up to the fact that we need - to really kick start our life every week.
We are created by God so unlike each other, for reasons that he knows best,
Accept this and never try to make others like you, this can be a daunting test.
PR and Fellowship is the real need of the hour, it helps to connect the dots,
Each has an expertise so well defined, where we must fan and hone such slots.
Flex your muscles, joints and bones - so that they retain their strength and marrow,
Forgive and credit foes for their weird attempts, this will give you happiness not sorrow.
Do what you have always wanted to do, the passion for which you had no time or money,
Gather the courage to lunge and plunge 'hook line and sinker'- before it is too late honey.
Wishing this Pune hosted 16th National CONVENTION begin with the right INTENTION,
May each heart retain my special MENTION & return home with knowledge RETENTION.

Hyacinth Arya

Past Chairperson (1999-2003)

IASAP – Pune Chapter (India)

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Marketing Media offers delusions of grandeur; let us name it 'Incentivizing Offers'. This in a way bridges our eager wanderlust or satiates our appetites and at times even satisfies our egos, giving us that feeling of completeness and achievement (at a cost though). These marketing and media systems sustain themselves due to their widespread complicity.

If we do not succumb to such Marketing Media and practice a more balanced thought process on 'Real Wealth', life can be worth living in tranquility. Take this call to change our approach and achieve real wealth and 'Quality Life' through a healthy life style and sharing camaraderie. Bring 'Family Time Out' to the front burner. Being able to laugh at yourself keeps you alive. Make exercise part and parcel of working culture routine like everyday prayers. Eating to live-not living to eat, gives the intestines a break to perform better. Always try to keep the stomach 1/4 empty to facilitate digestion. Curtail 'Finger Food' and restrict the 'Hand to Mouth exercise' for a content happy life. Change has to be monitored and fearless. It has to come from deep within through high self esteem. The only external assistance is a role model that we can emulate. Nature is shrinking; more crops are genetically modified, artificially fed and complex. Geography is becoming History.

In the Corporate world there is a need for security and a blend of consistency clubbed with traditions to survive. This happens due to the strong support system of open crucial conversation. The coming generations need a warning system (Alarm bell) to know when to unplug. With a contracting global economy, be cautious, watchful and prudent when unzipping the wallet. The world is getting smaller and Artificial Intelligence is getting larger, more investigative and intruding. Watch out for what is posted online it converts into a reputation and reads your character. Learn to keep personal what is personal, your escapades, friends and holidays are essentially very personal information, it is not meant for uploading to the world. 'Be constructive and more media restrictive' can sum up a Qualitative Life.

Hyacinth Arya

Past Chairperson (1999-2003)

IASAP – Pune Chapter (India)



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ABOUT THE HOST CITY – PUNE

Situated 560 metres (1,837 feet) above sea level, and sprawling over 331.26 sq. km. area, on the Deccan plateau on the right bank of the Mutha river, Pune is also the administrative headquarters of its namesake district. In the 18th century, the city was the seat of the Peshwas, the prime ministers of the Maratha Empire and so was one of the most important political centres on the Indian subcontinent. Pune is ranked the number one city in India in the ease of living ranking index. Pune has a hot semi-arid climate bordering with tropical wet and dry with average temperatures ranging between 20 and 28°C (68 and 82°F). Pune experiences three seasons: summer, monsoon, and winter. Since Pune is a major industrial metropolis, it has attracted



migrants from all parts of India. Pune has the eighth largest metropolitan economy and the sixth highest per capita income in the country. The key sectors of the local economy are education, manufacturing and information technology (IT). The Mercer 2017 Quality of Living Rankings evaluated living conditions in more than 440 cities around the world and ranked Pune at 145, second highest in India after Hyderabad at 144. The same source highlights Pune as being among evolving business centres and as one of nine emerging cities around the world with

the citation “Hosts IT and automotive companies”.

The city is considered to be the cultural capital of Maharashtra. It is also known as the “Oxford of the East” due to the presence of several well-known educational institutions. The city has emerged as a major educational hub in recent decades, with nearly half of the total international students in the country studying in Pune. Research institutes of information technology, education, management and training attract students and professionals from India and overseas. Several colleges in Pune have student-exchange programmes with colleges in Europe.



Historical attractions include the rock-cut Pataleshwar cave temple, Aga Khan Palace, Shaniwarwada, Lal Mahal and Sinhagad fort. Shinde Chhatra, located at Wanowrie, is a memorial dedicated to the great



Maratha sardar, Mahadaji Shinde (Scindia). Museums in Pune include the Raja Dinkar Kelkar Museum, Mahatma Phule Industrial Museum, Dr. Babasaheb Ambedkar Museum, Joshi’s Museum of Miniature Railway and the Pune Tribal Museum.

Pune is home to a number of governmental and non-governmental research institutes focusing on a wide range of subject areas from the humanities to the sciences. The Ministry of Defence also runs a number of defence related education, training and research establishments in and around the city.

Source : Wikipedia



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हम रसोई को ऊर्जा प्रदान करते हैं जो भोजन को घर का रूप देती है। हम उन पहियों में रजतार भरते हैं जो अविस्मरणीय यात्रा कुतान्त लिखते हैं। हम, उन पंखों को उड़ान बनाने हैं जिनसे सपनों की उड़ान भरी जाती है। हम, अर्थव्यवस्था को शक्ति देते हैं जो समृद्धि के पहियों को गतिमान बनाती है। हम, आपके और आपके प्रियजनों के लिए एक सुरक्षित, स्वस्थ और संचालनीय भविष्य सुनिश्चित करते हैं। हम, नवाचार से नेतृत्व और उत्तरदायित्व से दिशा ग्रहण करते हैं। हम एक 'उर्जाव्य कल' और 'खुशहाल जीवन' का वादा करते हैं।

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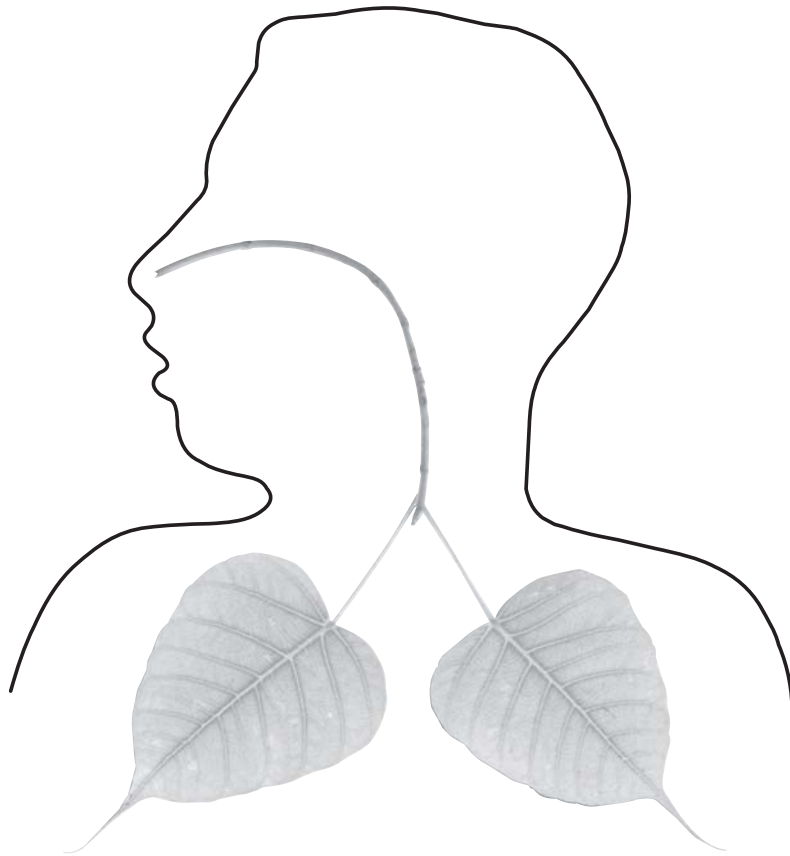
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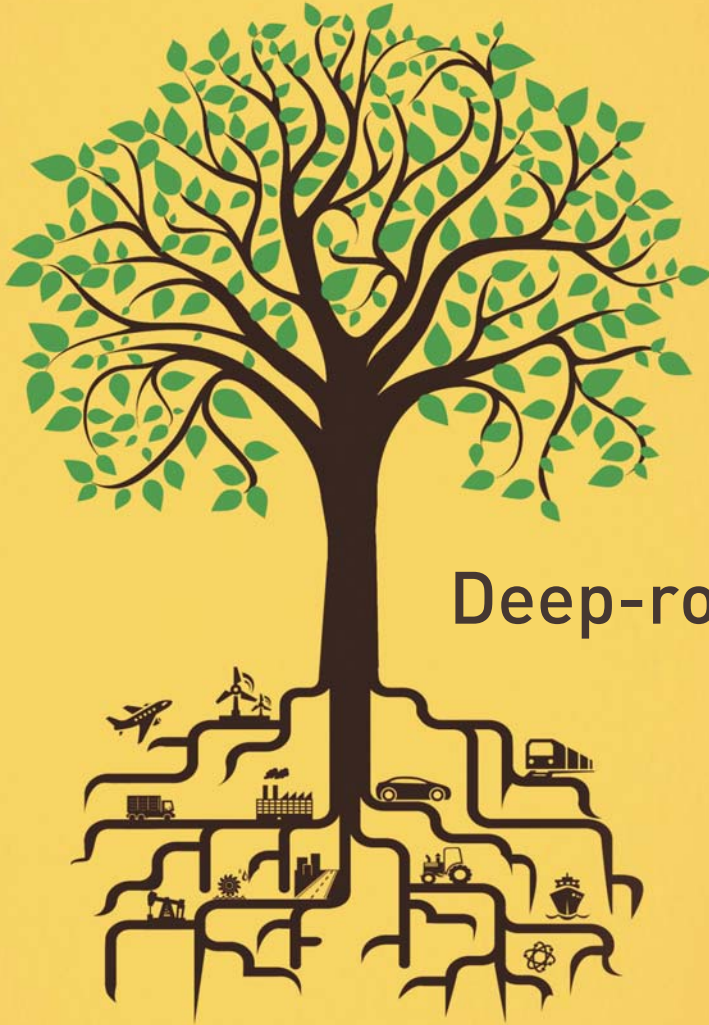
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