



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

MANAGING COMMITTEE

CHAIRPERSON

UMA NANDEDKAR
9922950140

VICE CHAIRPERSON

BEROZE DIVECHA
9763708722

HON. SECRETARY

DILNAWAZ NEKOO
9730664112

HON. TREASURER

BAKHTAWAR BATTIWALLA
9890175552

COMMITTEE MEMBERS

GRACY D'SOUZA
9823270792

MONICA D'SOUZA

9850152385

ANNABELLA SALIS

9822895157

IMM. PAST CHAIRPERSON

JASMINE JOGI
9822088938

FROM CHAIRPERSON'S DESK

Dear Members,

We started our January 2020 on a positive note, but nature had some different plans. Usually our Newsletter is published quarterly, but as we were nearing Jan – March 2020 quarter end this deadly pandemic hit the world and we are under lockdown since then. We apologise for the delay in publishing our Newsletter. World is witnessing the impact of Covid-19 on all facets of life, in all countries and in all industries. No one is certain about how much and how long the impact of the pandemic will last.

As the world has upgraded to digitalisation, we at IASAP are also getting tech savvy by working from home, attending online meetings, shopping online doing all this staying safe at home. We Managing Committee are also trying our best to be in touch with all our members on this online platform through our monthly sessions.

Request you all to keep contributing for this Newsletter. Your contribution is valued. Sit relaxed and enjoy this Half yearly Newsletter January 2020 to June 2020.

Stay Positive, Stay healthy and Stay safe with your near and dear ones. Those who have already resumed office, be safe and take care.

Regards,
Uma Nandedkar





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

~ CREATIVITY IS CONTAGIOUS, PASS IT ON ~

– ALBERT EINSTEIN

FROM EDITOR's DESK

Hello Friends,

Great to connect with you lovely ladies as an editor once again. It's a good opportunity for me to communicate with you all as you share your experiences, voice your thoughts and to keep you posted through our Newsletter "BRAIN & BRAWN".

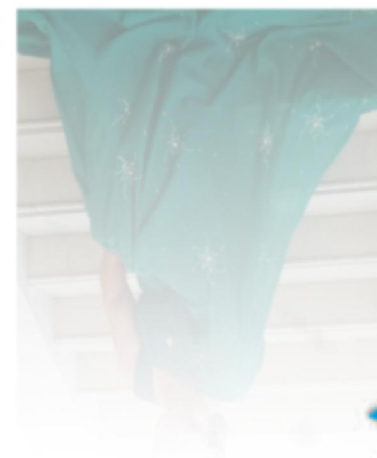
In this year of pandemic, life has taken a different U-turn. The brighter side of the lockdown is using this time to enjoy the present, rediscover passion, connect with nature and most important connect with family. So take this opportunity to be with your loved ones and spend time with them. Do find some time for humour and laughter in this difficult situation.

Follow your passion and discover new things. Bring out the inner talent in you and stay positive. The lockdown phase will pass soon and things will be normal again. We look forward to connecting with you all once again with zeal & zest filled with greater energy in the coming Year!

Stay fit, Stay healthy, Stay safe !!!

Always there !

Bakhtawar Battiwalla
Editor





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

JANUARY 2020

“Planning is bringing the future into the present so that you can do something about it now....”

24th January 2020 –Friday, brought forth an Awareness Seminar on **“FINANCIAL PLANNING & TAXATION”** by Mr. Sachin Dole – Regional Head (Rest of Maharashtra from Exide Life insurance and our very own member – Ms.Surekha Deshpande.

Various illustrations were given on financial planning & taxation. Members were made aware of how they can plan investments with their hard earned monies.



FEBRUARY 2020 – Educational Tour

After due consideration, this year the Managing Committee arranged for a perfect **Education Tour to Suhana Eco-Farm at Yavet on Sun. 9th Feb. 2020.**

Everyone was excited to have a great day. Members boarded the bus early morning as per the schedule and reached the destination by 9.45 a.m. **The Suhana team extended a warm welcome to our members** with refreshing freshly crushed sugarcane juice and buttermilk. This was followed by fabulous Maharashtrian breakfast.

Our ladies were thrilled by the typical village environment & fresh air. **Members were taken around the farm where we were introduced to the Greenhouse, Nursery, Urban & Organic farming, Food forest and a Special naturally lit room with renewable concept having indoor games typically made from re-usable items which was worth a mention. This was followed by bullock-cart ride around the farm.** By then it was time for lunch. We were served with unlimited healthy homemade veg. thali.

Thereafter our visit to the **Waste Management Park** was arranged. **Short Audio visuals were shown on different Technologies of Waste Management and Farm allied businesses. Members were introduced to their Eco factory where organic farming methods with basic concepts of Natural fertilizers, Insecticides, Pesticides, Vermiculture, etc were used. Awareness on the importance of reducing, reusing, recycling and up-cycling of waste was explained.**

This visit also gave us insights on Eco-friendly practices followed not only at Suhana but in both rural & urban sectors too. By then it was time for the most awaited **HURDA PARTY** which was relished by one and all. The day ended with great learning & fun.





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

MARCH 2020

Ms. Rashmi Shiradkar was to address on the theme :
“EACH FOR EQUAL” on Friday -13th March, 2020
at Royal Connaught Boat Club.

However, on account of sudden outbreak of COVID19 and Government notices being issued to not to have mass gatherings, the session was cancelled in the month of MARCH 2020.



APRIL 2020

Ms. Anjana Tandon - Delhi Chapter Chairperson volunteered to conduct VIRTUAL ONLINE session on
“ADVANCED EXCEL” via ZOOM on 28th April 2020 at 05:00 PM.

Members of IASAP, Pune Chapter appreciated Anjana’s interest in sharing valuable inputs on Conditional Formatting, V Look up, Pivot Table & Chart etc. It was no doubt an informative session, especially for those who use MS Excel concepts & practice it extensively.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

MAY 2020

Ms. DEVYANI KASHYAP who has over 20 years of hands-on experience as an independent Scientist - Practitioner in helping skills as well as research work, addressed our members on **“WOMEN, MENTAL HEALTH & COVID -19”** on 22nd May 2020 –Friday at 5.00 pm via ZOOM Link.

Coping with change isn't always easy & so is the case during lockdown. With her expertise in Psycho diagnostic methods, Psychotherapeutic guidance, and audits in various areas of human resource viz. recruitment, training and development, performance management and interpersonal relationships, she brilliantly explained how to make a difference in each one's life through simple teachings & methods.



Ms. PRAJAKTA MALVADE a respected makeup artist was invited & introduced by our member Ms. Preeti Purswani on 30th May 2020 –Saturday at 5.00 pm to address our members on **“MAKEUP, SKIN CARE, BRANDS & PRODUCT KNOWLEGE”** via ZOOM.

She gave excellent tips through a live demo on Skin care, Preparing skin for makeup, How to enhance features, Quick makeup tips, Importance of colours & how to select them. She also shared Knowledge on Brands & Products to be used for unusual types of skins.

The session was an interactive one and ended with Q & A



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

JUNE 2020

Online session on ‘ **LIFE DURING COVID -19 LOCKDOWN**’ on Saturday 20th June 2020 at 5.30 pm on Google Meet was arranged by our **Chairperson – Ms. Uma Nandedkar.**

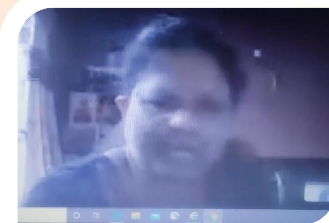
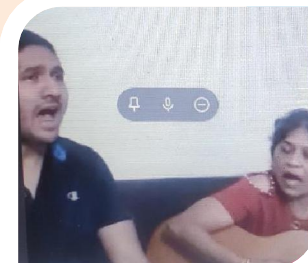
Members spoke on What was Life during lockdown? How were the daily routines handled ? What kind of difficulties were faced by one and all ? How was the individuals new passion discovered and so many more things. Acceptance of new hobbies or recipes or challenges were shared with each other.

- ❖ The session began with a **welcome song, sung by TERESA MASCAREHAS and her son** who poured their hearts out by singing a beautiful song on guitar.
- ❖ **KALPANA SHETTY** spoke about the **importance of Art of Living.** How meaningful it is to **practise yoga and include exercise in one’s daily routine.** She expressed about the opportunity it has given her to complete **Art of Living course and soon be a certified coach.** She has also **mastered the language of Sanskrit and** will shortly be a **tutor** for the same.
- ❖ **ARCHANA ARORA** spoke on how they have coped up with the COVID situation especially when her people in the hometown were affected. **She spoke about remaining positive and walking on the path of spirituality.**
- ❖ **MARY D’LIMA** spoke about **how she was blessed to have her neighbours** who ensured that she sails through the **bad times** with a lot of care, pampering & comfort from them towards her.
- ❖ **SAFIA HAMSA** spoke about her passion **on creativity and shared beautiful paintings** portrayed by her.
- ❖ **JASMINE JOGI** expressed how she managed to have quality time to explore her urge of **Social Service** especially for the single Senior Citizens during this pandemic.
- ❖ **ANITA MARTYES** spoke about remaining positive and keeping faith in God.

LEARNINGS : (1) *The potential within you is greater than the obstacles around you.*

(2) *Every pain gives a lesson & every lesson changes a person.*

(3) *When you get PAIN think of the acronym “POSITIVE ATTITUDE IN NEGATIVE SITUATION”*





Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

WFH - during Covid-19 – A New Relief

Already experiencing fatigue due to constant hygiene & hands washing?

Do not take on unnecessary further workload; ending up in self bashing.

Put away clothes not needed, just 4 sets will suffice your home isolation,

Reduce cleaning, washing and choices while WFH & house work rotation.

Hand washing needs more water, so move from shower to bucket bathing,

Change Turkish fuzzy towels for thin cotton ones, they dry faster after cleaning.

Pack up unwanted cooking gadgets, utensils, cutlery and any fine and crockery,

This is indeed the time when 'Less is more'; shelve away the not so necessary.

Cleaned nooks and corners encourages a better hygiene regime to follow later on,

Eat well yet intelligently and know what is good for you, before so much is put on.

It is indeed the need of the hour, wash and mop and help in every house chore,

Sharing is Caring, begin to use what is available not just run to the grocery store.

Discover skills and practice it more than 21 times to form a habit- creates a NEW YOU,

Enjoy this phase and learn to become self sufficient doing something you never knew.

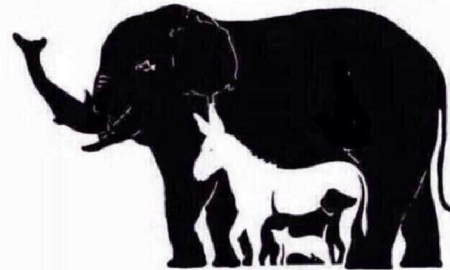
Composed by :-
Hyacinth Arya

LOCKDOWN LAUGHS

by Varsha Sheth



HOW MANY ANIMALS CAN YOU SEE?



LOCKDOWN LAUGHS

by Varsha Sheth



LOCKDOWN LAUGHS

by Varsha Sheth



LOCKDOWN LAUGHS

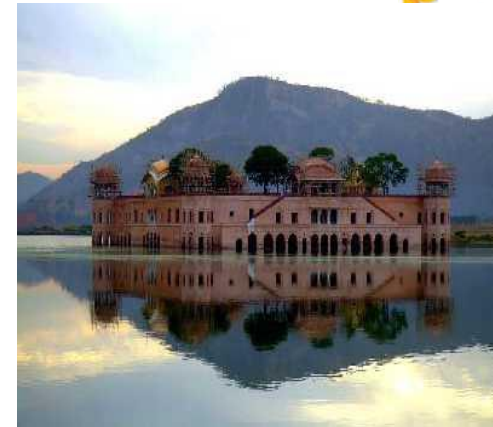
by Varsha Sheth



Happy moments

STRANGE PLACES IN INDIA

Located right in the middle of Man Sagar Lake, is JAL MAHAL palace in Jaipur. It has been abandoned for ages now & said to have been built as a summer retreat for the Royals. However, today, it lies abandoned and desolate, in the centre of the lake. **This is a mysterious & unusual place in India as it actually has five storeys, with four of them being submerged in the lake!** How the palace came to be submerged, no one knows. This is truly a hauntingly beautiful experience in our universe.



With the anti-gravitational effect, this is the only **magnetic hill in India**. You will come across this hill on your way to Leh. It is located 11,000 feet above sea level and is known to have magnetic powers that will pull your vehicle towards it, even if the ignition is off!

Imagine moving towards this hill of your own accord. This is all due to an optical illusion created by the gravity of course, but it's thrilling and unusual, to say the least!

Bakhtawar Battiwalla
Assistant Manager
Thermax Ltd



SPICE UP THE DISH OF LIFE WITH SOME HUMOUR ☺

Life is short, **SMILE** while you still have teeth ;

If you think nobody cares about you, try missing a couple of payments ;

My bed is a magical place where I suddenly remember everything I forgot to do ;

The best way to teach your kids about taxes is by eating 30% of their ice-cream ;

Knowledge is like underwear, useful to have it, but not necessary to show it off ;

Accept who you are, unless you are a serial killer ;

It's OK if you don't like me, not everyone has good taste ;

Everything is changing, people are taking comedians seriously and politicians as a joke ;

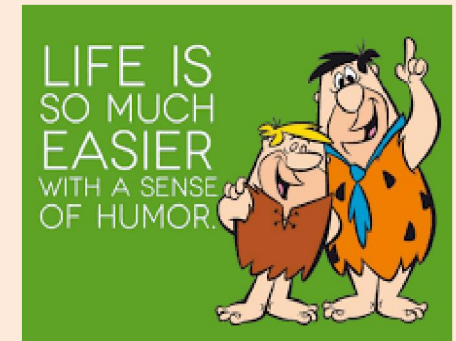
I came from a tough neighbourhood. Once a guy pulled a knife on me and I knew he wasn't a professional, the knife had butter on it ;

If you are too open minded, your brains will fall out ;

A kids quote "If we're not meant to have midnight snacks, **why is there a light in the fridge**" ;

Before you judge a man, walk a mile in his shoes, after that who cares?...he's a mile away and you've got his shoes ;

If you want children to listen, try talking softly to someone else.

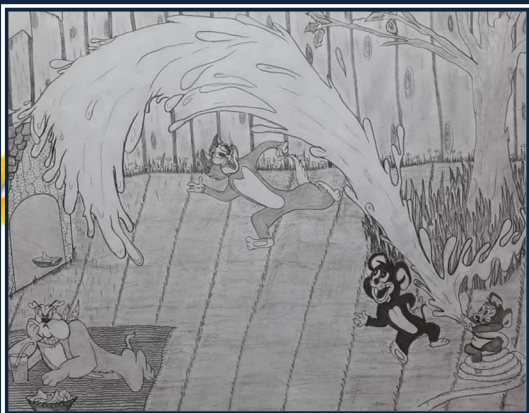


**Monica D'souza
Deputy Manager
Thermax Ltd.**

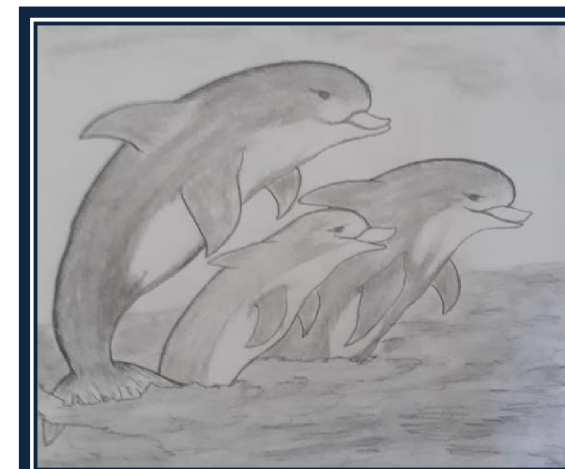
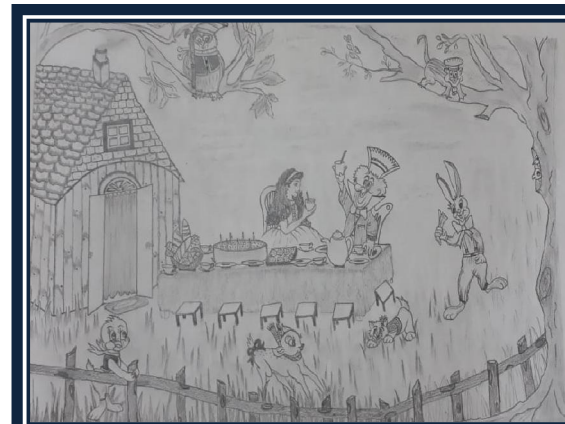


Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020



*'THERE IS NO SUCH THING
AS A NEW IDEA.
WE SIMPLY TAKE A LOT OF
OLD IDEAS AND PUT THEM
INTO A SORT OF MENTAL
KALEIDOSCOPE.'*



Courtesy – Hyacinth Arya's Art

Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020



Protect yourself and others!

Follow these **Do's** and **Don'ts**

Do's



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth

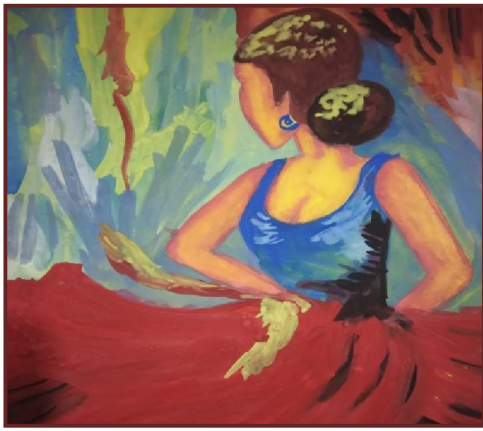


Spit in public

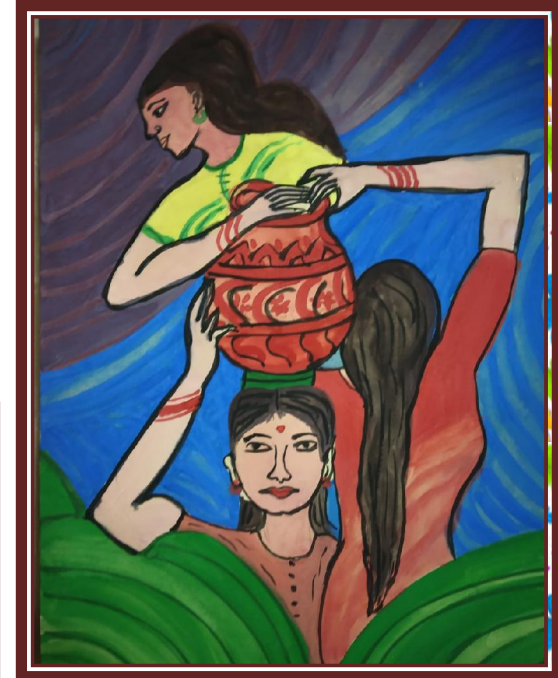
Don'ts

Together we can fight Coronavirus

Courtesy : Kirloskar Pneumatic
Shared by Uma Nandedkar
EA to MD



“All YOU need to paint is
a few tools, a little
instruction and a vision
in your mind.”



Courtesy – Safia Hamsa



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020



Happy Birthday!



JULY BIRTHDAYS		
Geeta	Rao	8th July
Chaya	Hublikar	3rd July
Elizabeth	Daniel	19th July
Sandra	Rebello	16th July
Cynthia	Sangale	31st July
Gracy	D'souza	9th July
Shanta	Mohan	15th July
Anita	Martyres	22nd July
Muriel	Christy	4th July
Elizabeth	Fernandes	8th July
Supriya	Panchal	3rd July
Pushpa	Gonal	31st July
Meena	Kapoor	3rd July
Monica	Mangal	15th July
Zeeba	Irani	8th July
Santoshi	Bist	24th July
Hetal	Negandhi	11th July

AUGUST BIRTHDAYS		
Maria	Sequeira	9th Aug
Helen	Netto	18th Aug
Marie	Menezes	8th Aug
Joanet	Lobo	2nd Aug
Kamla	Ramanathan	24th Aug
Sita	Muralidharan	6th Aug
Saroj	Paranjape	20th Aug
Varsha	Deshpande	13th Aug
Swapna	Shetty	6th Aug
Preety	Vaz	24th Aug
Anita	Nair	3rd Aug
Nirmala	Rawat	13th Aug
Juhi	Sadhwani	15th Aug
Swapna	Amin	9th Aug
Tesie	Mony	16th Aug
Rakhee	Yadav	15th Aug

SEPTEMBER BIRTHDAYS		
Shirley	George	2nd Sep
Surekha	Deshpande	22nd Sep
Nawaz	Vijaykumar	28th Sep
Motimary	Kauns	10th Sep
Bella	Lemos	21st Sep
Shernaz	Kutar	2nd Sep
Aparna	Deshpande	7th Sep
Geeta	Sadhwani	1st Sep
Padmaja	Avachat	21st Sep
Ratika	Khenat	6th Sep
Vrishali	Dalvi	11th Sep
Preeta	Venugopal	9th Sep
Ratika	Khenat	6th Sep
Ashwini	Agnihotri	25th Sep



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JAN 2020 –
JUNE 2020

You gave me
your **TIME**,
the most *thoughtful*
gift of all.

