



On-line

The monthly Newsletter of the Indian Association of Secretaries and Administrative Professionals, Tamil Nadu Chapter

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Words of Wisdom



Dear Members,

I am happy to connect with you as a Chairperson again.

The note from my desk is only going to be a Thank You note this time.

On behalf of the Managing Committee and the Convention Committee a big thanks to all the attendees who made the National Convention happen in Temple Bay. I am glad everyone enjoyed it. All the positive feedback received from each and everyone proved that we are one and the event was a successful one. I am sure you will agree, that it was great to get the takeaways on each and every day.

My next word of thanks is to my Managing Committee, Convention Committee and other volunteers, (Surekha, Usha Reddy, Gita R, Sudha, Arasi, Maria, Indra Prabha, Jayalakshmi Murali, Deepa Selvan, Dhanalakshmi, Helen Mary, Shanthi Chandrasekar, Sripriya, Jessie Edwards and Treasure) who stood by me and helped us to make this event successful by putting lots of effort, time, and enthusiasm into it.

Thanks to the entire BPC Committee. I am overwhelmed that Tamil Nadu Chapter won the BPC. All this would not have been possible without the support from our Companies, by way of sponsorships and donations. (Aachi Masala Foods (P) Ltd, A V Thomas & Co Ltd, AMM Arunachalam Trust, Cavinkare Pvt Ltd, Cholayil Pvt Ltd, Cholamandalam Investment & Finance Co. Ltd., Cholamandalam MS General Insurance Co. Ltd., CG Power & Industrial Solutions Ltd., Coromandel International Ltd., EID Parry (India) Ltd., Indian Oil Corporation Ltd., Kauvery Hospital, Madras Management Association, Nalli Chinnasamy Chetty, Parry Agro Industries Ltd., Parry Nutraceuticals Ltd., Regal Commodities Pvt Ltd, Coimbatore, Sanjeevanam Ayurveda Hospital, Kochi, Tata Consultancy Services, The KCP Limited and Sree Krishna Sweets).

You will get to see more from our next pages about our national convention.

As the first Sunday of August is Friendship Day, I wish all members a Happy Friendship Day.

✉ Priya

17th National Convention 2022 Hosted By the Tamil Nadu Chapter.

Special Edition Written by Hyacinth Arya

DAY ONE: 28th April 2022 - 12 Noon –Check in of Delegates:

3 pm - Best Practices Contest (BPC):

The Best Practices Contest prelim round began with presentations in front of the judging panelists who had the task to identify 3 finalists for the evening finale at the inaugural session.

Each of the chapters and HQ put forth their initiatives which was very overwhelming.

6 pm Inaugural of the 17th National Convention:

The Chief Guest and special invitee speeches:

Dr. Jayashree Suresh – Went on record that we at IASAP must have much more such sessions and build a take away to help professional progress.

Lt.Gen. A. Arun - Wound his way through the audience without anyone knowing who he was and got few pointers which he took forward to practical approaches to careers of Executives and their Assistants. The eye opener was his hands on explanation of integrity and sincerity in any profession.

The Finale of the Best Practices Contest (BPC (Social Initiative)):

The Preliminary round saw 3 finalists emerge – Bengaluru, Hyderabad, and Tamil Nadu, where Tamil Nadu rose as the WINNER. The BPC committee comprised of Gita R who led the team, Sudha RB, Usha Reddy, Jaya Murali and Maria Renaux who made the presentation.

The dinner opened out to a very delectable menu from the Radisson Blue. The meeting in person after 2 years and chatter with fellowship brought day one to a close.



DAY TWO - Sessions -29th April 2022:

9.15 am : The day started with paying homage to our dear departed IASAPIans – Zelma Lazarus, Founding President, IASAP, Homai Mehta, Founder and President Emeritus, IASAP and Carmen Shunker, Founder Member, IASAP Tamil Nadu Chapter

9.30 am: Fostering Entrepreneurship- Mr. M. Mahadevan- Founder, Hot Breads.

We all had a detailed preview into how to begin with detailed goals and take calculated risks keeping the end in mind, but the cherry on the cake was - taking on the ownership and work like an entrepreneur. Garner the spirit to be innovative and creative with newer imagination to work harder to expand brand value.

10.30 am – What the Finance –Smart Financial Management – By: Ms. Sangeetha Sumesh- Business Coach.

Money is indeed funny, so spend only if you have it or you can make more of it. Calculate, have a goal and a budget, be a conscious spender. Create a time frame and objective to treasure and measure finances.

11.45 am- Sustainable Living – Climate change and what a common (wo)man can do to mitigate it. By: Mr. D.Suresh –Freelance Consultant.

Ideas on how to mitigate climate change for a better future and cleaner planet earth. Restore, Renew & Revive your style of living. Try - Water harvest, Solar and Hydroponic farming. Explore and learn the art of waste management.

2.15 pm – Visit/tour to Mahabalipuram.

A grand work of art was the Archeological site of Mahabalipuram. A great wealth of knowledge and a nice photo opportunity. Though reaching the site was a feat in the sweltering heat.

6.30 pm – Chapter Cultural Performances.

The evening saw the colorful Hawaiian theme in full swing. The Chapter performers excited the audience with their dance moves.

1. The Mumbai HQ –Swayed & danced to Me hai Koli Sorilya Hori - Koli Fisher folk.
2. Pune- Wild West Bank shoot out followed by – Cowgirl Swag dance to Rhinestone cowboy.
3. The Tamil Nadu – Danced to Mallama Pitha- the Arabic Kuthu Dance.
4. Hyderabad- Pranced and Danced to Bullet Bandi-Telangana folk song
5. Bangalore- Danced in the Line dance to- My Heart Goes Shalala
6. Delhi- Suave dance moves to the Peace song - Om Shanti Om
7. Kolkata –The Hawaiian dance – to the tune Mei Khwabon kii Shehjaadi.

Each had a blast of music from the present and the past dancing to the tunes of the DJ. All gorged on the dinner spread.



DAY THREE – Sessions - 30th April 2022

8.30 am – Chapters and HQ lined up for the Photo Session.

9.30 am – Wellness Focus-Health – Dr.Janani Iyer- Sr. Consultant (Obstetrician & Gynaecologist) -Apollo Hospitals.

Be conscious of what is right to save your health plight. The conscious intention in medical intervention was an eye opener. Size was not the barometer to decide health- fitness and flexibility was indeed another eye opener. Educate on supplement, medicines, vitamins and its proper use before the body can have an internal fuse. Respect health and the body and give time for medical check up is imperative.

10.30 am – Mind and Body Wellness – Ms. Sudha Cannan - Faculty and Executive Coach –Coaching Foundation India, Co-Founder-Mind Body Wellness.

Appreciation and positive interaction reduces negativity. Changing from NO to YES. Take charge of own well being, this is part and art of own living.

12.25 pm- Expanding Horizons beyond work – Giving back meaningfully -Ms.Meenakshi Ramesh –Executive Director & CEO-United Way-Chennai.

Giving back, gives a feeling of Zen, everyone must practice it - Serotonins are medication; Oxytocin is a hug of appreciation. Endorphin is cheering and Dopamine quells the fear.

3 pm – IASAP Bazaar:

This afternoon saw ladies at their best as saleswomen, as the proceeds went towards donation for a social cause to the Host, Tamil Nadu Chapter. Every aspect of marketing was used, yet the Bengaluru chapter came up with innovative games, Housie and also engaging us with sales.

6.30 pm Tribal Show:-

Each Chapter and HQ put up a pair that showcased a tribal aspect of Incredible India. Hyacinth Arya of the Pune Chapter choreographed all the 14 tribals and merged them into one endearing impromptu act- What Unity in Diversity as they jived to the tune of Haya Haya, the FIFA 2022 new song.

The evening Theme- Retro Style – saw delegates in various Hollywood and Bollywood attire or a get up. Their chatter kept overflowing from the dance venue to the dinner platters. The Amazing hosts the Tamil Nadu Chapter NC Team held hands with the Radisson Blue Resort Management and gave us a frolicking and rollicking time. Kudos- Hip Hip Hurray, we bid adieu the next morning only to await the next convention in Kolkata.

Signing off with love and a wish to meet again - Hyacinth Arya. 7722001956.



Let us hear what our distinguished guests and chapter colleagues had to say....

Hi Surekha

I'm sure the remaining event went on very well too! You and your team members are awesome! Very well organised grand large scale event. Kudos!

From Sangeeta Sumesh

Thank you so very much for the grace and courtesy extended and for the honour of inviting e... I enjoyed the evening... Conversations...and meeting so many of you colleagues... Regards.. Arun

From Lt Gen Arun.

Everything was exemplary Ma'am...a very well coordinated & conducted event by the lovely ladies....

Wishing you all great SUCCESS ahead...

Regards,

From Col. Jaiswal

The National Convention in sunny Mahabalipuram, Tamil Nadu with the Convention Chairperson, Ms. Surekha Johnson at the helm, gave us an opportunity to renew old friendships, make new ones, share our valuable work experience with the different participating Chapters and learn about varied topics through the specially curated sessions. It also gave us a splendid opportunity to break free from the travel restrictions imposed by the pandemic and take a much deserved breather. The Theme of the Convention, 'Restore, Renew, Revive' was apt for the occasion and the Convention Committee did a stellar job in putting up a memorable event. I take this opportunity to thank the Committee and all those that worked behind the scene to make this event successful in every possible way.

Cheers and look forward to the next Convention in West Bengal,

Edna Martis

Imm. Past President
IASAP – Mumbai HQ

Thank you dear Surekha for a wonderful Convention and HQ enjoyed our stay. Lovely property and very well organized.

From Kashmira

The 3 day Convention that took place in Chennai was an absolute riot.

Congratulations to the Chairperson and the entire team for their impeccable planning and execution. It was my first Convention ever and it was an amazing experience. Kudos to the entire team of IASAP Tamil Nadu Chapter.

It's difficult to deal with a small number itself but here the Chennai team managed to handle 130 ladies with utmost perfection. Every intricate detail was looked into and carried out to the T.

West Bengal Chapter has to host the next Convention in 2024 and the bar is set high. The Chennai Chapter definitely showed us true IASAP spirit by working together as one team and that was reflected in the camaraderie and fellowship that followed.

It was an absolute delight to be a part of this Convention and here's wishing the team love and light, always.

Best regards,

Dhanalaxmi - CP West Bengal

Dear Surekha, Priya, and team. We had a wonderful time, good learning and knowledgeable sessions at the TN Convention. What was more commendable was the impeccable coordination and cooperation that we observed amongst the convention core committee and volunteers. And there was a constant smile on your faces, ready to help. We appreciate the tiresome work behind it all, but you didn't let it show at all. Thank you so much for your wonderful hospitality.

Warmest Regards,

Sneha, HYD CP

Good morning Surekha we all got back without any issue The messages on our group are enough to tell what a wonderful time everyone had ... indeed a wonderful 4 days and time very well spent ... absolutely fantastic thank you once again, you guys were simply great !! Love and God bless .

Meryl, BANGALORE CP

Superb Surekha & team for hosting such a wonderful Convention. Beautiful Ambience, lovely stay & sumptuous food.

Thank you so very much for loads of goodies. Indeed great team work.

Lots of love from **Pune Chapter**.
God bless you all.

From HQ

This 17th National Convention shaped up to be excellent, a memorable one and the networking opportunities were indeed outstanding. The backdrop of the beautiful and historic city of Mahabalipuram added to the pleasure of the Convention and provided lasting memories beyond our imagination. Each member of IASAP showed enthusiasm to meet again at the 18th National Convention to be hosted by West Bengal Chapter in 2024 to renew and assist members in their professional growth, knowledge, techniques, skills and attitudes in this competitive and technological field of secretarial science.

Laurels by HQ Member for the National Convention.

Past President, Zarine Commissariat – The NC was superbly organized by the TN Chapter. We learnt so much at this Convention, met up with old friends and made new friends. The sightseeing was superb!

Past President, Merlyn Rodricks – I was indeed exhilarated to attend the Tamil Nadu Convention. Well planned and meticulously carried out. Shall cherish the beautiful memento of participation. Good Luck to the Chapter.

Past President, Veera Mundroina – The name badges were very different for the first time, something unique and the convention venue also superbly picturesque.

Past President, Sharon Pires – Fun, friendship, wonderful bonding, a picturesque location, interesting sessions and lots of goodies to take back home. Well done. Thank you, team TN, thoroughly enjoyed.

Shernaz Kapadia – The Chennai Convention was meticulously planned and flawlessly executed. Each day had a new flavour. Apt theme and topics. Speakers were very good. Great Hotel and amenities. Great food and entertainment. And gifts galore. Three cheers for TN Chapter and Surekha and her team. Long live IASAP.

Flavy Dsouza – Chennai National Convention 2022 was a spectacular experience. Choice of place was mesmerizing, food spread was delicious, topics had excellent speakers and every session we were bombarded with gifts. Cheers!! IASAP Chennai.

Dear National Convention Team,

I really wonder how fast time has flown still the hangover of 17th National Convention of Tamil Nadu is there. I & my members from Pune Chapter had a wonderful and memorable experience of visiting the beautiful ambience of The **Radisson Blu Resort Temple Bay, Mahabalipuram** where the Team of Tamil Nadu hosted the 17th National Convention.

Right from the Theme “**Restore, Renew, Revive**” which was very apt as we all were so eager & waiting to attend & meet our friends & members from the other 6 chapters at the 17th National Convention after the long gap of Covid period. The Convention team led by Ms. Surekha Johnson, a very heartwarming Convention Chairperson, Ms. Priya Balaji, ever-smiling Chapter Chairperson & the most dedicated team of Committee Members was commendable. With beautiful Venue, yummy & sumptuous food, lavish stay everything was fabulous & truly awesome.

The speakers organized by Convention team were truly good with interesting topics & lots of learning.

The key to all success is perseverance, hard work, discipline and sustenance of success is by achieving excellence & so the TN Convention team have truly proved it correct. I take this opportunity to congratulate & thank the Organizing Committee of the 17th National Convention for bringing this Convention to fruition.

Warm Regards,
Beroze Divecha
Chairperson – IASAP Pune Chapter.

Media Coverage

<http://businessnewsthisweek.com/business/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

<http://mediabulletins.com/business/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

<https://onlinemediacafe.com/business/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

<http://pr.shreyaswebmediasolutions.com/business/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

<https://pelikken.com/single/news/9039>

<https://www.apnnews.com/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

<https://hotnewsexpress.com/2022/05/17/iasaps-conducted-the-17th-national-convention-in-tamil-nadu/>

Join us in wishing our members a very happy birthday and a blessed year ahead.

May

1st Geraldine Fernandez
4th Sheila Chirstina Vyas
5th Cheryl Janakaraj
5th Gayathri Venkatakrishnan
5th Lakshmi Madhavan
5th Maggie Naidu
7th Geralyn Concesso
8th Sunita Muralikrishna
11th Molly D'Cruz
11th Ambika Madhuri
14th Vidya Prasad
16th Girija Gopal
17th Catherine Yourey
17th Jayalakshmi Murali
18th J P Anegred Sheeba
24th Indraprabha S
26th Deborah Thomson
27th Radha Kasturi Rangan K
30th Mary Helen
31st Joan D'Cruz

June

1st Madhumalathy
1st Latha Rajesh
1st C Selvi Grace Jecintha
2nd Marilyn Draper
2nd Gowri Prasanna
3rd Ruth Juliet Antonio
3rd Beena Pradeep Kumar
5th Mala Cherian
7th Sasirekha Narayanaswamy
9th Chanos Majeed
9th Patricia Neyn
9th Sarastathi Ravi
9th Sridevi Khumbat
12th Rajeswari Natarajan
14th Subashini Ananthakrishnan
14th Rema K
15th Sandhya SP
18th Cherie Maheswaran
20th Pushpa Jagdish
21st Moira Ramamurthy
21st Dhanalakshmi Mani
24th Jayalakshmi M
25th Meenakshi Nambi
26th Varalakshmi Senthil
30th Lesley Goklaney

Join us in wishing our members a very happy birthday and a blessed year ahead.

July

1st Audrey Powell
2nd Shital Kushari
2nd Raja Rajeswari Baskar
3rd Vilma Aruliah
9th Raji Krishnamurthy
9th Monica Bansal
9th Jacqueline Rodrigues
10th Lalitha Jose
10th Crystal Aubert
11th Florence Mariadoss
14th Sukanya Shankar
15th Hazel Gibson
16th P Karthika
17th Alexis D'Souza
18th Rajalakshmi T
18th Bernadine White
20th Lovelyn Hector
20th Lakshmi Ganesh
20th Vijayalakshmi Santhanam
24th Rita
25th Madumathy Alexan
27th Banu Priya Nayar
28th Nirmala Nambiar

August

2nd Nisha Menon
5th Sureka Johnson
6th Shirley Heldt
8th Sheryl Stevenage
12th Claire Bentley
12th Geetha Sampath Kumar
12th Suzanne D'Monte
12th Theresa Maria Kennedy
15th Sheela Glory
15th Priya Balaji
17th Vidhya SP
20th Rama Ranganathan
21st Treasure Henderson
24th Anne Parameswaran
24th Christine Luker
25th Averil Rodrigues
25th Kanchanamala P
26th Geralyn Stephens
28th Cheryl Dique
31st Usha Reddy

Notice Board

MEETING

Date : 27/08/22

Time : 2:30 PM

Session : By Mr Rajaram Kolle,
Soft Skills Trainer &
Motivational Speaker.

Topic : Build Better Bonding
Through E-BA

Venue : GRT Grand Hotel,
Pondy Bazaar,
T Nagar

Rate : Rs 150 per head

RSVP : 22nd August 2022

Request

Our TN BPC team who emerged winners in the first ever BPC contest held during the recent convention, had collaborated with an NGO for underprivileged women and helped them to earn an additional income by providing the resources and necessary market linkage. Project Lighthouse, as it was called, helped collect old sarees for the purpose of recycling them into products such as pocket squares, table runners, mats, gift wraps etc. The team further linked these women to prospective overseas buyers.

In continuation of the BPC team's endeavor, we request you all to donate your old sarees which, in turn, will be given to the NGO.

Kindly donate your old sarees during the upcoming meeting on the 27th of August at GRT Grand Hotel. Your committee members will assist you further.

Your generosity will help sustain this project and enhance the livelihood of these disadvantaged women.

Thank you all in advance.

Best Practices Competition, Tamil Nadu Chapter Project Lighthouse (Empowered to Empower)

BPC Committee led by Gita R, presented by Maria Renaux with co-committee members Usha Reddy, Sudha RB and Jayalakshmi Murali

Our aim is to empower disadvantaged women by

- Imparting our ideas of design intervention
- Using our IASAP connect to increase market linkage and recognition.

IASAP partnered with Madras Fuse, an NGO providing employment to disadvantaged women and women rescued from trafficking. They earn a living by sewing garments. We joined hands based on the following objectives.

- Give them additional remuneration by utilizing their existing talent & facility and in turn empower them.
- Encourage environment consciousness, promoting eco-friendly products.
- Subsequently finalized on an old saree upcycling project

Project Plan (October 2021 to March 2022)

The first three months we:

- Identified the beneficiary (Madras Fuse)
- Conceptualization - making of home products such as gift wraps, table runners, pocket squares etc from upcycled sarees.
- Collecting of resources through campaigns, visiting the facility, providing training, samples were made.

The next three months we:

- Helped identify two overseas social enterprises as prospective buyers
- Ensured full production and Quality checks
- Helped in getting an additional remuneration to the beneficiaries.

Contributions

- **IASAP** – Ideas and design, collection of old sarees, training and quality checks, identification of potential buyers.
- **Madras Fuse** – Tailoring unit and skillset.

Tangible Outcome

- Helped make 1000 gift wraps and 200 pocket squarers.
- Identified prospective overseas enterprise.
- Created additional income by 50%

Foresight

- Product and market expansion for the existing & ongoing project.
- Induct trans-women into Project Lighthouse.

BPC Journey



Know your new committee member



Hi... I am Sandhya SP, working as an Admin associate in Tata Consultancy Services, Chennai. I have 17+ years experience in Administration, including 4 years experience as EA to Branch Admin Head. I am a reliable and a friendly person who adapts with everyone. Passionate about music and dance.



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