



On-line

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

Volume 38 ♦ Issue 13 tniasap@gmail.com <https://iasaptn.com> November 2024

Managing Committee (2024-2025)

Chairperson

N. Sasirekha
Ph: +91-88257 66981

Vice Chairperson

Selvi Jecinta
Ph: +91-95516 38883

Honorary Secretary

Jayalakshmi Murali
Ph: +91-92810 57038

Honorary Treasurer

Sandhya SP
Ph: +91- 97890 91404

Imm. Past Chairperson

Priya Balaji
Ph: +91-98840 98157

Committee Member

Indraprabha S
Ph: +91-98844 76914

Vidhya SP
Ph: +91-94454 04143



Dear Members,

As the year draws to a close, we find ourselves reflecting on both moments of joy and sorrow. The loss of our cherished member, Audrey Powell, is profoundly felt by her family and all of us at IASAP. Her absence reminds us of the invaluable contributions she made and the lasting impact she had on those around her. May her soul rest in peace.

I urge each of you to prioritize your health, as it is the cornerstone of your future growth and success. Caring for your well-being now will pave the way for achieving your goals ahead.

As the backbone of our family, we are dedicated to our growth and progress. Growth is essential for everyone, regardless of gender, and plays a crucial role in both our personal and professional front. Key qualities that foster growth include:

1. Self-Awareness: Knowing your strengths, weaknesses, and values helps guide decision-making and career success.
2. Adaptability: Being open to change and staying flexible encourages growth in both areas.
3. Resilience: Overcoming challenges and maintaining a positive attitude supports progress in all aspects of life.
4. Continuous Learning: Embracing lifelong learning helps with personal development and keeps you competitive in your career.
5. Communication Skills: Effective communication enhances relationships and professional collaboration.
6. Time Management: Managing time well allows you to balance and boost productivity.
7. Networking: Cultivating relationships provides valuable support and opens doors to career opportunities.
8. Accountability and Integrity: Being responsible and honest strengthens both personal relationships and career success.
9. Creativity and Problem-Solving: Innovative thinking and problem-solving drive progress and lead to effective decision-making.

By embracing these qualities, individuals can experience substantial growth in both their personal and professional domains.

On behalf of the Managing Committee, I wish you all a Merry Christmas and a Happy New Year 2025.



LUNCHEON MEETING – APOLLO HOSPITALS

The October meeting began with the Chairperson presenting a Power Point on the recent 18th National Convention held in Kolkata, where the Tamil Nadu Chapter showcased a fantastic dance performance. Kudos to our Chapter!

We also had the Lucky Secretary Draw. Eanswede Netto and Deborah Thompson were the lucky ones. The chairperson stressed the need for sponsorship for the monthly meetings.

After the lunch break, the afternoon session began with speeches by 3 Doctors on the topics of (1) Hair & Skin, (2) Orthopaedics – which deals with the musculoskeletal system and the (3) Causes for Stroke and treatment for it.

Dermatologist – Skin & Hair fall

Dr. Sowmya Naga Dogiparthi, MBBS, MD DVL (Dermatology, Venereology, Leprosy) a dermatologist, provided an insightful session on skin and hair health, emphasizing the basics of skin structure and common skin issues. She outlined that the skin consists of three layers:

1. **Epidermis** – the outer layer, offering a waterproof barrier and skin tone.
2. **Dermis** – the middle layer, containing connective tissue, hair follicles, blood vessels, lymphatics, and sweat glands.
3. **Hypodermis** – the innermost layer, made of fat and connective tissue.

She highlighted the skin's repair cycle, which takes 50–70 days, and discussed various skin problems such as dry skin, acne, pigmentation, prickly heat, wrinkles, and body odour.

For common skin issues:

- **Dry Skin:** Often linked to sleeplessness and diet; daily moisturization can delay aging.
- **Acne:** Appears as whiteheads, blackheads, papules, pustules, nodules, and cysts.

Nowadays there are lotions for the body, creams for the face and hands and gels for hairy areas as this is easily absorbed by the hair follicles.

Dr. Sowmya also emphasized using sunscreen with SPF 30–50 for general use, while sportspeople, who spend more time outdoors, may require SPF 80 for adequate protection.

Hair goes through a natural regrowth cycle, and shedding 50–100 strands per day is normal. However, excessive hair loss can occur due to genetics or stress. A wooden comb is recommended, as it helps detangle hair gently and promotes blood circulation to the scalp. For overall hair health, it's also beneficial to eat nutrient-rich foods daily, such as 2 dates, 4 almonds, or 4 walnuts a day to stay healthy.

Orthopaedics – Bone & Joint

Dr. Kunal Patel, MBBS, MS (Ortho), MCh, FIAS, FIJR, (HSS-USA and Endoklinic Germany) an orthopaedic surgeon, presented on common bone and joint issues, such as spinal fractures, sports injuries, and joint replacement. He highlighted knee arthritis as a prevalent issue, especially linked to obesity and past knee injuries, with women being more susceptible due to pelvic structure differences. Early-stage osteoarthritis can be managed with injections and physiotherapy, but advanced cases may require knee replacement.

He also discussed sports injuries, including ankle sprains, knee joint pain, shoulder pain, and back pain. Mild ankle sprains can be treated with rest, ice, and support, while severe cases need medical attention. Shoulder pain, common among tennis and cricket players, requires timely treatment, and back pain, often caused by poor posture and obesity, can be managed through weight control, exercise, and proper lifting techniques.

HAPPENINGS

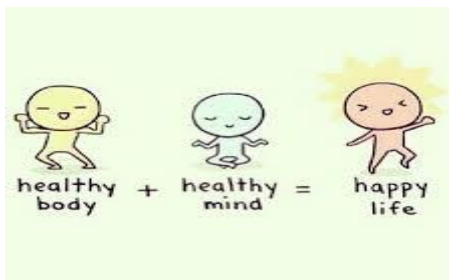
Neurologist – Stroke Awareness

Dr. Prof. P. Vijayashankar, DM (Neurology), Fellowship (Movement Disorders, Canada), a neurologist, gave an insightful talk on strokes and their prevention, emphasizing that strokes can affect both young and old and are mainly brain-related. Key risk factors include smoking, high blood pressure, obesity, lack of exercise, and stress. Strokes occur primarily due to blood vessel blockage or bleeding in the brain. He discussed Transient Ischemic Attack (TIA), or "mini-stroke," which temporarily blocks blood flow to the brain and serves as a warning sign for a potential full stroke.

Key symptoms of a stroke include facial drooping, arm weakness, and speech difficulties. Immediate hospital treatment, ideally within four hours, can prevent severe outcomes by inserting a stent to remove clots. Recovery from minor strokes is possible through physiotherapy and exercise. Dr. Vijayashankar also highlighted the importance of monitoring blood pressure, cholesterol (avoiding packaged foods), and following a healthy lifestyle, including regular exercise, a balanced diet with moderate protein intake, adequate hydration, and proper sleep.

The session concluded with refreshments and distribution of AVT tea/coffee packets. Members were reminded to update their personal/ official details in the database. The meeting was highly beneficial. We thank the Chairperson and the Committee Members for organizing the same.

Ann Pereira



Notice Board

Christmas Day Celebrations



Date: Saturday, 21st Dec '24

Time: 02.00 pm – 05.00 pm
(Please assemble at 2 pm sharp)

Venue: Park Elanza, 125, Valluvar Kottam High Road, Nungambakkam, Chennai – 34.

Please find below the charges for our Christmas Party Celebrations

Members: Rs.400 per head

Guests : Rs.450 per head

Children : 5yrs - 12 yrs - Rs.350 per head

Under 5 yrs - Free...

Request RSVP by 10th Dec '24.

Payment can be made directly to Bank of Baroda Account – Details given below:

IASAP TN Chapter
Bank of Baroda, Egmore
Current A/c No:12730100009194
IFSC Code: BARB0EGMORE





November 2024

1st Nicola Jayakumar
1st Sunitha Wilfred
2nd Treasure Jacob
7th Audrey Krishnan
11th Chitra Chidambaram
13th Karen Peterson
13th Deepa Selvan
14th Shoba Ryan
18th Anester Antony
21st Nirmala Bhaskar
25th Freeda Samuel

27th Belinda Fernandez
27th Geraldine Rajan

December 2024

4th Roselyn Joseph
9th Audrey Greenwood
9th Gita Rajamani
15th Padma Priya
26th Lorraine D'Cruz
28th Padmini
29th Beena Anand G
30th Erin Mckillop
30th Dianna Brisson
31st Jeanette Suresh

ASA Congress

ASA Congress registrations have opened on 4th Oct '24 and will close on 6th Jan '25.

Srilanka Airlines is the Official Partner for 26th ASA Congress offering exclusive benefit on travel to Srilanka. You can enjoy a 15% discount on all Economy class tickets and 10% discount on all Business class tickets. These discounts are available immediately for bookings made online via the curated promo link : https://www.srilankan.com/en_uk/special-offers/promotion/asa-congress

Members who are interested in participating in the ASA Congress, please do register and share the remittance details to iasaphg2018@gmail.com.

IASAP Tamil Nadu chapter – New Committee Member.

Happy to inform that Ms.Vidya SP has joined as committee member with effect from Oct '24. On behalf of all of you, we welcome her on-board.

Christmas Gifts.

Gifts will be handed over only to the members joining the celebrations in person.

Happy Wedding Anniversary to all those celebrating their Anniversaries

Recipe Corner



Easy Carrot Cake

Ingredients

- 230ml vegetable oil
- 100g natural yogurt
- 4 large eggs
- 1½ tsp vanilla extract
- ½ orange zested
- 265g self-raising flour
- 335g light muscovado sugar
- 2½ tsp ground cinnamon
- ¼ fresh nutmeg finely grated
- 265g carrots (about 3), grated
- 100g sultanas or raisins
- 100g walnuts or pecans, roughly chopped (optional)

For the icing

- 100g slightly salted butter softened
- 300g icing sugar
- 100g soft cheese

Method

Heat the oven to 180C/160C fan/gas 4. Oil and line the base and sides of two 20cm cake tins with baking parchment. Whisk the oil, yogurt, eggs, vanilla and zest in a jug. Mix the flour, sugar, cinnamon and nutmeg with a good pinch of salt in a bowl. Squeeze any lumps of sugar through your fingers, shaking the bowl a few times to bring the lumps to the surface.

Add the wet ingredients to the dry, along with the carrots, raisins and half the nuts, if using. Mix well to combine, then divide between the tins.

Bake for 25-30 mins or until a skewer inserted into the centre of the cake comes out clean. If any wet mixture clings to the skewer, return to the oven for 5 mins, then check again. Leave to cool in the tins.

To make the icing, beat the butter and sugar together until smooth. Add half the soft cheese and beat again, then add the rest (adding it bit by bit prevents the icing from splitting). Remove the cakes from the tins and sandwich together with half the icing. Top with the remaining icing and scatter with the remaining walnuts. *Will keep in the fridge for up to five days. Best eaten at room temperature.*

Editor's Details
Jayalakshmi Murali
Tata Digital P.Ltd
Ph: 91 9281057038

Please visit our revamped website <https://iasaptn.com> and share your valuable feedback and suggestions