



MANAGING COMMITTEE 2024-2025

March 31, 2025



From the Chairperson's Desk

Dear Members,

As we move to another IASAP year of term 2025-26, I express my gratitude to our members for their continued support which motivated the team to improvise each event based on their feedback.

Our annual newsletter highlights the events conducted during the term April 2024 - March 2025. I encourage all members to participate actively and stay connected with IASAP, provide their valuable feedback and take advantage of the programmes organised by the committee for the self development of the members.

Thank you for being an integral part of our journey. I am sure, together we can achieve our milestone and make members feel proud to be part of this organisation.

Parna Mookherjee

Managing Committee

Chairperson

Parna Mookherjee
Mob: 9830159072

Hon. Secretary

June Coelho
Mob: 9748477506

Hon. Treasurer

Lorraine White
Mob: 9903039502

MIC - Public Relations

Teresa Currie
Mob: 9330076471

MIC - Membership

Elizabeth Banik
Mob: 9830563452



Administrative Professionals Day 28th April, 2024 The Astor Hotel

In all 27 members braved the heat and attended the programme. Registration and gifts were handed over to members.

The speaker of the day Ms. Suparna Ghosh – clinical psychologist, hypnotherapist and trainer took over.

The topic was – **emotional intelligence – the art of managing emotions.**

The session broke off for lunch which was a mixed array of delicious Indian and continental cuisine and ended with some sinful dessert.

Post lunch there was another game and the members lingered on, hesitant to go out in the heat and back to the humdrum of life.

LOYALTY PINS

Loyalty pins were given to following members:



1. Margaret D'Silva - 30 year pin
2. Indrani Sinha - 20 year pin





ANNUAL GENERAL MEETING 7th July 2024 The Dalhousie Institute

The 39th Annual General Meeting was held on Sunday 7th July 2024 at 11.00 am at Zach's Lounge, Dalhousie Institute, 42 Jhowtala Road, Kolkata 700019.

There were in total 32 members present. The Minutes of the 38th Annual General Meeting along with the Managing Committee report and balance sheet were approved and passed.

Election was conducted after the AGM with Mohua Shome Lalvani as the Moderator and Mr. Leslie D'Gama as the Returning officer. The Managing Committee for the term 2024-25 was formed in presence of the members and virtually by AIGC President Ms. Vijaylakshmi Amin and Hon. Secretary Ms. Rashna Ardesher.





18th National Convention

22nd to 25th August 2024
Hotel Vivanta Kolkata



The National Convention was attended by 144 members in total at Hotel Vivanta from 22nd to 25th August, 2024. The theme of the convention was "Tilottama@2024, Ahead of the Curve."

Members were welcomed warmly with Uttariyo and a bag full of goodies at the time of registration and after due check-in there was High-tea for everyone.

The evening formally commenced with a welcome address by Ms. Parna Mookherjee, the Chairperson of the West Bengal Chapter who were the hosts for the National Convention in Kolkata. Thereafter, Ms. Vijayalaxmi Amin, President-All India also gave her welcome address.

The inaugural evening started with Ganesh Vandana dance and lighting of the Lamp, and which was followed by felicitation of Past Presidents.

The Chief Guest for the evening was Ms. Alokandanda Roy, danseuse and social reformer.

Day-1 ended with fellowship, DJ music, dancing and Dinner.





Sushweta Chakraborty



Lucy Brazier



Amitav Mukherji

Day-2 was all about formal wear and back to back sessions from eminent speakers from far and wide.

The Eminent speakers spread through the morning and after sessions.

First up, the Keynote Speaker Lucy Brazier's topic was Value Proposition. Lucy Brazier, OBE, is CEO of Marcham Publication.

Second, Sushweta Chakraborty, an Energy Coach and Spiritual Mentor and a Reiki and Crystal therapy Grandmaster.

Third speaker Amitav Mukherji, EVP and Corporate Head – HR, ITC Limited,.

Next speaker was Doma Wang, voted among India's Top 20 Chefs.

The last speaker was Dr. Sonia Mathai, Consultant, Department of Preventive Oncology, Tata Medical Center, Kolkata.

After lunch, there was the National BPC Contest for the various initiatives taken up by all the Chapters. Each Chapter showcased their initiatives through presentation and posters put up in the hall. The contest was judged by Ms. Shukla Chattopadhyay, Ms. Reshma Narwani and Mr. Ayush Sarada and Pune Chapter came out victorious.

Whilst the BPC contest was going on there was Bazaar - an array of stalls showcasing Bengal's culture for members to shop. The proceeds from these stalls, contributed by the chapter, went towards Brave Souls – an organisation working with Acid Victim Survivors which was selected by the Hosts – West Bengal Chapter.



Doma Wang



Dr. Sonia Mathai



Felicitation of BPC Judges

Day 2 ended with Chapter performance to the theme “Back to School” which was all fun and members were once again rewarded with lots of gifts and treats.

Day 3 started early with members trying to rush through breakfast and getting organised for chapter photo.

Thereafter members were put in various buses for city tour and then the long journey ended at The Rajbari Bawali for a Zamindari Heritage property and a grand Bengali *mahabhoj*.

After lunch, there was group discussion with representation from each chapter on the convention theme – Staying Ahead of the Curve, duly moderated by Hyacinth Arya. After High-Tea, members boarded the bus for the journey back to Hotel Vivanta as everyone had to get ready for check-out the next morning.



To Parna, June, Lorraine and Mahua, dear,
 Elizabeth, NC Team and IASAP West Bengal Chapter hear. 🌹
 Our gratitude flows like a river wide,
 For the warmth and care you provide. 🌹
 With coordination so seamless, hospitality grand,
 You welcomed us all with gentle hands. 🌹
 The gifts you gave, memories to keep,
 In our hearts these moments will seep. 🌹
 Congratulations on NC 2024's bright success,
 Your hard work and dedication we truly bless. 🌹
 May joy and health be your constant guide,
 With peace and fulfilment by your side. 🌹
 Until we meet again in laughter and cheer,
 Best wishes from Mumbai HQ and all-India Chapters sincere and clear. 🙏🌹

Rashna Ardesher,
 Hon. Secretary,
 Mumbai HQ.



MEET OF WOMEN SECRETARIES & ADMINISTRATORS CONCLUDES
Convention focuses on getting future-ready

BENCH, SOUTH BENGAL

It concludes. This year's annual meeting of the women secretaries and administrators of the Indian Association of Secretaries and Administrators (IASAP) West Bengal Chapter was held on Thursday at the Grand Hyatt Hotel, Kolkata. The convention was presided over by the Hon. Secretary, Rashna Ardesher, Mumbai HQ. The convention was attended by women secretaries and administrators from various chapters across the state. The convention was a two-day affair, with the first day focusing on the theme 'Getting Future-Ready' and the second day on 'Empowering Women'. The convention was a success, with participants gaining valuable insights and networking opportunities. The convention was a testament to the strength and resilience of women in the public sector. The convention was a great success, with participants gaining valuable insights and networking opportunities. The convention was a testament to the strength and resilience of women in the public sector.

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Corporate Social Responsibility 2nd October 2024 All Bengal Women's Union



Visit to All Bengal Women's Union On October 2nd, our Managing Committee and members engaged in our annual CSR activity at the All Bengal Women's Union, an organization dedicated to supporting vulnerable populations, including abandoned, abused, and orphaned children, as well as elderly women.

The morning was filled with joy as the children performed two delightful dance routines, prepared in just a few hours.

Our Chairperson, Ms. Parna Mukherjee presented a donation cheque of Rs. 40,000 to Ms. Ratna Sen, President of the All Bengal Women's Union. This generous amount was contributed by our members and guests, enhancing our chapter's overall contribution.

This visit was a rewarding experience, reinforcing our commitment to social responsibility and community engagement.





Diwali Party

9th November 2024
The Samilton Hotel



This year the Managing Committee decided not to hold the Christmas celebrations as was the norm every year as many members are unable to attend in view of their own personal commitments and also as it clashes with other Christmas festivities in the city.

Instead, the Managing Committee held a Diwali Party on 9th November 2024 to end the regional festivities on a high note. In all, 32 members attended the programme.

Since the ASA Convention was round the corner, a brief was given by the Chairperson on the expenses and travel arrangements. Nina also encouraged members to attend the ASA by giving an account of what the ASA was all about.

After a short recess for snacks and coolers, it was fun time with Musical Tambola, picking of lucky name and lots of DJ music and dance. Members walked away with gifts and cherished memories.

The evening ended with dinner and desserts.





Offsite to Digha-by-the-Sea 18th & 19th January 2025 Pride Biznotel



This year the Managing Committee decided on an offsite and the venue was Digha. After an arduous bus journey, the team reached its destination – The Pride Biznotel, Digha at 2.30 pm.

After due registrations, check-in, room allotment and some refreshing welcome drink, the attendees retired to their rooms. Soon after they met at the restaurant for a hot delectable lunch.

The engaging and interactive session by Dr. Rashmi Sharma dwelled on health and mental wellbeing which the attendees enjoyed thoroughly. Soon after it was music, dance and *masti* around the bonfire and ended with late dinner.

Next morning after breakfast at 8 am and some more leisure time, all attendees boarded the bus at 12 noon and reached the city at 6 pm, with of course a lunch halt in between.

The members, their families, and guests appreciated and enjoyed the offsite.





9th March 2025
International Women's Day
The Kenilworth Hotel



Women's Day was celebrated on 9th March and Lorraine White, the MC for the day, took us through the programme.

The morning session was jointly conducted by Ms. Kuhurina Basu – Art Life Coach and Ms. Suparna Ghosh. After a short session on meditation, through the means of artwork, teamwork, healing, mindfulness and self-liberation were taught. Everyone had fun through this experience.

The session broke for lunch and members, guests and speakers equally enjoyed the lunch spread and it also gave an opportunity for networking and catching up.

Post lunch, a session on personal care, health and home hygiene was given by Modicare team comprising of Ms. Nilanjana Saha, Ms. Sharmistha Mondal and Mr. Rajkumar Pan.

The day ended at 4.30 pm with members promising to be at the next event – Admin Day.

