On-line

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

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Managing Committee (2026-2027)

Chairperson
Anita Bernard
Ph: +91-9003224324

Vice Chairperson & Hon Secretary
Rajalakshmi S
Ph: +91-9962525265

Honorary Treasurer
Vidhya SP
Ph: +91-94454 04143

Immediate Past Chairperson
Sasirekha N
Ph: +91- 88257 66981

Committee Members

Rohini L
Ph: +91-9841445950

Roslin Jayakumar
Ph: +91-98404 16886

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Dear Members,

First, I would like to take a moment to sincerely thank all of you for placing your trust and confidence in me. I am truly grateful for this opportunity to serve as the Chairperson of the Tamil Nadu Chapter of IASAP. I look forward to the next two years and to working together with each one of you to further strengthen and advance our chapter.

Before I speak about the future, I would like to extend my heartfelt appreciation to Sasirekha, our immediate Past Chairperson, who has led this chapter with dedication over the last three years. Her leadership has been truly commendable, particularly in the face of the many challenges she encountered. I am grateful for her commitment and look forward to her continued guidance and support during my tenure.

I would also like to acknowledge Sandhya, our past Treasurer, whose tireless support to Sasirekha, especially in managing the chapter's finances, has been invaluable. Together, they have administered the chapter with the highest standards of ethics, integrity, and commitment. On behalf of all our members, I thank them for their outstanding service.

As I begin this new journey, I would like to share my vision for the next two years. However, no Chairperson can achieve meaningful progress alone. I will need the wholehearted support, ideas, and participation of every member to take our chapter to greater heights and restore its past glory.

I still vividly remember the day I first joined IASAP as a young, enthusiastic, and rather naïve member. I was amazed by the strength of our membership and inspired by the grandeur and vibrancy of the programs and celebrations. Those memories have stayed with me over the years, and they continue to inspire my vision for our chapter. While times have changed, I believe we can revive that same spirit with fresh ideas, renewed energy, and collective effort. It is certainly an ambitious goal, but I firmly believe that nothing worthwhile can be achieved unless we are willing to take the first step.

To achieve this vision, we need to grow our membership and strengthen our financial resources. Our chapter's funds are gradually being depleted with every program we conduct. We do not wish to compromise on the quality of our meetings or the value they bring to our members. To sustain and enhance our activities, we need everyone's cooperation.

I therefore request each of you to contribute beyond simply attending our programs. Please help us by encouraging new members to join IASAP, introducing potential sponsors, sharing ideas, and volunteering your time and expertise. Every contribution, however small it may seem, will make a meaningful difference.

I also hope to see greater participation at every meeting. A stronger and more engaged membership will enable us to organize many more educational, professional, and social programs that enrich our personal and professional lives while helping us achieve the work-life balance that is so important today.

As I conclude, I want to assure you that my door will always be open. I look forward to meeting each of you over the coming months, listening to your suggestions, and working together to build a stronger, more vibrant IASAP TN Chapter. Please feel free to reach out to me or any member of the committee whenever you have questions, ideas, or need support.

Together, let us write the next successful chapter in the history of IASAP Tamil Nadu.

ANITA BERNARD

Past Chairperson Note:

Dear Members,

With the successful conclusion of the 43rd Annual General Meeting, I have completed my three-year tenure as Chairperson of the IASAP Tamil Nadu Chapter.

As I conclude this fulfilling journey, I extend my heartfelt gratitude to my Committee Members, the Advisory Committee, and each one of our beloved members for your unwavering support, guidance, and encouragement throughout my tenure.

It has been a great privilege and honor to serve as your Chairperson. The experiences, friendships, challenges, and opportunities to contribute to the growth of our Chapter have enriched me both personally and professionally, and they will always hold a special place in my heart.

I extend my heartfelt congratulations and best wishes to the newly elected Committee for a successful and fulfilling tenure. I am confident that, under their leadership, the IASAP Tamil Nadu Chapter will continue to grow, innovate, and achieve even greater milestones while upholding the values and excellence that define our Association.

Thank you once again for your trust, support, and goodwill.

Sasirekha N



Proud of our past, hopeful for our future. Happy Independence Day!

KNOW YOUR COMMITTEE

Chairperson



I am Anita Bernard, with over 30 years of experience in the IT industry, I currently work with Ericsson. Throughout my career, I have enjoyed bringing people together, building strong professional networks, and organizing meaningful programs that create value for everyone. I look forward to working closely with our members to organize engaging, insightful, and impactful initiatives that promote learning, collaboration, and professional growth. My goal is to encourage greater participation and create more opportunities for our members to connect with one another.

Vice Chairperson & Honorary Secretary



I am Rajalakshmi, a proud member of the TCS family and a mid-management leader with over 20 years of diverse experience in the BFSI sector, as PMO and General Administration has equipped me with strong organizational skills and a passion for streamlining workflows and optimizing office procedures. I pride myself on being a highly organized and efficient administrative professional, dedicated to streamlining workflows and optimizing office procedures to enhance productivity. I live by the principle of “taking life as it comes,” embracing each moment as an opportunity for growth and learning. This mindset allows me to navigate life's events with a positive outlook.

Honorary Treasurer



I am Vidhya SP, working as Executive Assistant – MD in NETZSCH Technologies India Pvt Ltd, Chennai. have 25+ years’ experience in Administration, MD Assistance, Travel Management including 10 years’ experience in Housekeeping Management. I am an optimistic & resilient person. Love to listen to music & reading books.

Committee Member



I am Roslin Jayakumar working as Executive Assistant, AMET University, Kanathur, Chennai.

I have over 19 years of corporate experience, having worked with CavinKare for 14 years and AVT for 5 years.

Currently, I reside in Uthandi, Chennai.

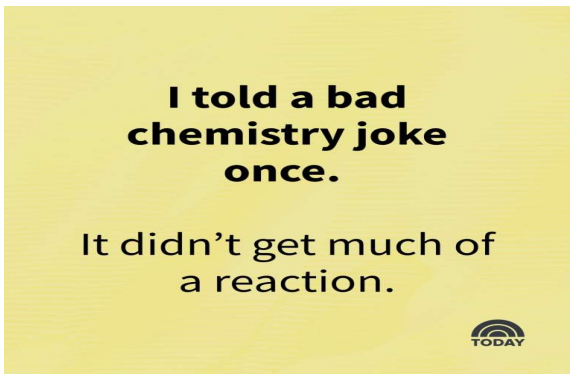
My passions are gardening, pet lover and dance. I am especially dedicated to teaching dance to seniors through gentle, slow movements that promote health, joy, and well-being.

I am very happy to join the committee and to serve with all of you.

Committee Member



I, Rohini L, am an Administrator executive in TCS with experience in administrative operations. Through IASAP I aim to enhance my professional skills, strengthen my network with other professionals and stay updated on industry best practices. My focus is on improving workplace efficiency and contributing to a collaborative and productive work environment. I love singing and dancing as a hobby and would love to perform in our programs.



Tricolour Dessert Recipe

Tricolour Coconut Burfi

A delicious no-bake dessert that beautifully represents the colours of the Indian flag.



Ingredients

Green Layer

1 cup desiccated coconut

2 tbsp condensed milk

Green food colour (or spinach extract)

White Layer

1 cup desiccated coconut

2 tbsp condensed milk

Orange Layer

1 cup desiccated coconut

2 tbsp condensed milk

Orange food colour (or saffron-infused milk)

Method

Divide the coconut into three equal portions.
Mix each portion with condensed milk.
Add green colour to one portion and orange colour to another. Leave the third portion white.
In a greased tray, spread the green layer evenly and press gently.
Add the white layer on top and flatten.
Finish with the orange layer and press firmly.
Refrigerate for 1-2 hours until set.
Cut into squares or diamonds and serve chilled.

Garnishing

Pistachio slices on the green layer
Almond slivers on the white layer
Saffron strands on the orange layer

HAPPENINGS

The Administrative Professionals Day was conducted on May 2nd at S Hotel Chennai, T. Nagar.

The Chairperson welcomed the gathering and wished everyone A Happy Administrative Professionals & Secretaries Day. The meeting started with the Chairperson suggesting a speak up session to know the ideas, feedback & suggestions going forward.

Sheila Vyas suggested to organise a workshop on a topic where all the members will benefit & to draw more young members. We need to canvas/ spread the word around at our offices / circle of friends to get more young members to join the Association.

Nirmala Nambiar raised the question of why meetings are held primarily in T. Nagar and not in other areas like Egmore or Kilpauk. The Chairperson explained that hotels in prime locations are costly and requested members to help secure sponsors or suggest affordable halls. Members also agreed that vegetarian food can also be an option.

The Chairperson noted that only 14 members had registered for the upcoming Delhi Convention and encouraged greater participation.

The evening's program was hosted by Mrs. Judaline Srinivasan, who conducted an engaging quiz and coordinated entertainment. Members showcased their talents through group and solo dances, as well as musical performances.

A special game on Women's Safety was introduced, highlighting the importance of educating men in families about respect and protection for women. Nine teams participated, each presenting points on personal safety measures and government initiatives. The winning teams were "Chennai Super Queens" and "Boss", earning appreciation from the Committee.

Then an intellectual quiz was conducted by the MC and chocolates were distributed to the Winners.

The Vote of Thanks was proposed by Rajalakshmi S and all the members received a lovely gift and 3 goodie bags with snacks & useful items to take home. We ended the meeting with a sumptuous Hi-Tea and bid adieu to all our friends.

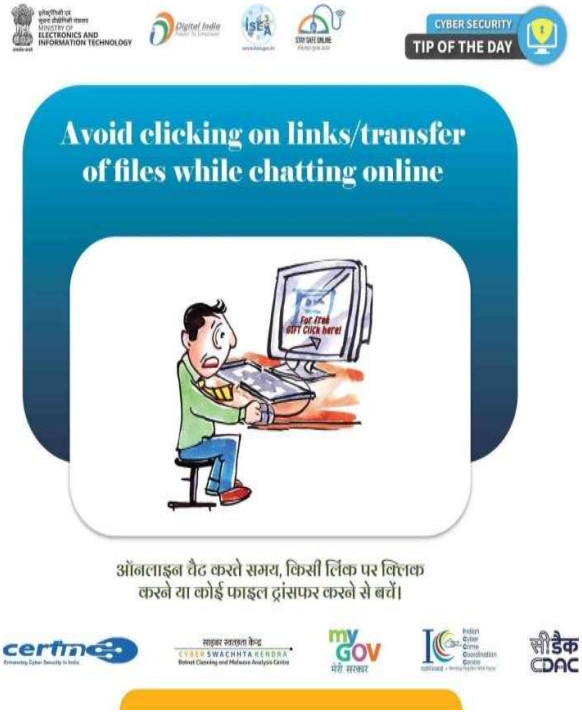
Deborah Thomson

Pictures of Administrative Professionals Day Celebrations



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TIP OF THE DAY



HAPPENINGS

The 43rd Annual General Meeting of the IASAP Tamil Nadu Chapter was held on Saturday, 20th June 2026 at Mango Hill Central, T. Nagar, Chennai and the meeting was attended by 39 members.

The Chairperson Ms. Sasirekha welcomed the members and proceeded with the Agenda. Ms. Binaifer Daruwala - All India President, Ms. Vijayalaxmi Amin – Immediate Past President, Ms. Rashna Ardesher – VP & Hon Secretary & Ms Kashmira Pastakia – Hon Treasurer from the IASAP Headquarters Mumbai joined the meeting virtually via Google Meet.

The Minutes of the 42nd AGM held on 21 June 2025 were approved. The Honorary Secretary's Report for the period April 2025 to March 2026 and the audited financial statements for the same period were presented and approved.

During the discussion on the financial statements, members deliberated on certain long-pending outstanding amounts. The General Body unanimously agreed that the amounts should not be written off and should instead be recovered within the current financial year (2026-27) by following due process.

The Chairperson informed that auditor has requested to revise their Professional fee to Rs. 15,000 plus GST for the next financial year which is quite high and was not accepted. The General Body resolved to identify and appoint a new auditor.

The election of new office bearers was done by the Returning Officer, Mr. Ajay, and he announced the names of the new office bearers for the term June 2026 to May 2027.

The General Body congratulated the newly elected Committee and thanked the outgoing Office Bearers for their dedicated service.

The Chairperson discussed increasing the Chapter members, creating a WhatsApp group for delegates attending the Delhi Convention and organizing the annual "Fun Day" during the third week of August 2026. It was decided that members must attend at least two Chapter meetings during the year, to qualify for the subsidized participation fee for the Fun Day. Attendance at Administrative Professionals' Day and Christmas Celebrations will not be considered for this purpose.

The proposal to launch an official IASAP Tamil Nadu Chapter Facebook page was welcomed and several members volunteered to manage the initiative. Members also suggested future meeting topics, including women's safety, investments, practical workplace strategies and an Artificial Intelligence workshop.

The Chair thanked all members for their active participation. The meeting concluded on a positive note, followed by sumptuous tea and fellowship.

Ann Pereira

Pictures of 43rd Annual General Meeting





AUG

2nd Nisha Menon

5th Surekha Johnson

6th Shirley Heldt

8th Sheryl Stevenage

9th Ann Periera

12th Claire Bentley

12th Geetha Sampath Kumar

12th Suzanne D'Monte

13th Theresa Maria Kennedy

15th Sheela Glory

15th Priya Balaji

17th Vidhya SP

20th Rama Ranganathan

21st Treasure Henderson

24th Christine Luker

25th Averil Rodrigues

25th Kanchanamala P

26th Geralyn Stephens

28th Cheryl Dique

28th Roslin Jayakumar

31st Usha Reddy

SEP

4th Sandra Smith

11th Arasi Shanmugam

12th Mala Manishankar

13th M Renuka Devi

15th Vidhya Sivakumar

15th Poorna Juliet Jerin

16th Perpetua Frantz

17th Shanthi Chandrasekharan

17th Jayalakshmi Murali

25th Vijayalakshmi V

26th Vijayalakshmi L N

28th Marie Baskaran

28th Rebecca Patrick

OCT

2nd Alamelu V

4th Sabitha Rozalla

4th Lalitha Veeramani

6th Shobana P

7th Vijaya Venkatesh

8th Vijeswari Rajaraman

10th Rebecca Pereira

15th Maureen Beck

15th Meena Anandan

17th Glynis Joseph

18th Margaret Rozario

18th Sharon Saldanha

20th Candy Prim

22nd Pam Fernandez

24th Seretta Browne

24th L.Rohini

26th Naaz Tyebbhoy

26th Cheryl Foregard

27th Hemalatha Raju

28th Anitha Venkatachary

29th Aishwarya Anbalazhan

31st Jessie Edwards

We wish a very Happy Birthday and Happy Wedding Anniversary to all members celebrating in Aug, Sep & Oct 2026. Wishing them joy, love and many more beautiful moments ahead.

Food Fun Riddle:

What kind of room has no doors or windows but is full of food?

✅ **Answer: A mushroom!** 🍄😄

Smile of the Day:

"Life is uncertain. Eat dessert first!" 🍰😊

August '26 Meeting

"One Day Picnic with Members"

Date: 29th August 2026

Time: 7:30 am to 5:00 pm

(Please assemble @ 7:30 am sharp in the pickup point)

Venue: Celebrity Corporate Club

Address: Old Sathya Garden, Kanchipuram, Pushpa Giri Road, Padappai, Chennai-601301, Tamil Nadu.

[Access to Swimming pool is available, interested please bring appropriate dress]

Member: Rs 1000/- per person

Guest: Not Allowed

RSVP: 24th August 2026

Request members to transfer the payment while giving the RSVP.

Account Name : IASAP Tamil Nadu Chapter

Bank name : Bank of Baroda, Egmore

IFSC Code : BARB0EGMORE

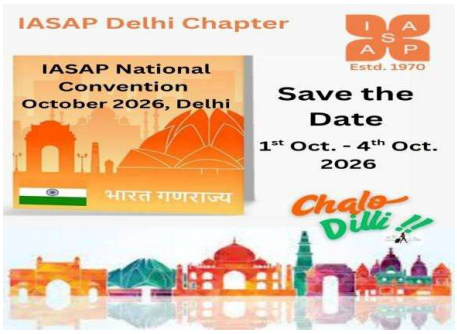
SB A/c No : 12730100009194

Note: Transport and other details will be shared on the TN IASAP Whatsapp Group.



1. DELHI CONVENTION 2026

a) Delhi Convention scheduled from 1st - 4th October 2026. Revised rates will apply for registration.



b) A separate WhatsApp group will be created to discuss further on Chapter Uniform & Cultural Performance.

2. ASA CONGRESS 2027

Kindly mark your Calendar for ASA Congress 2027 at Brunei, Scheduled from 25th – 28th September 2027.



3. PICNIC

Please bring your breakfast for the Picnic. Snacks & refreshments will be provided by us.

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Editor's Details

S. Rajalakshmi
Tata Consultancy Services Ltd
Ph: +91 9962525265
Email: Rajalakshmi.s@tcs.com