# INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS



15th October 2022 Mumbai Headquarters



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#### HOMAI & HOMI MEHTA'S LEGACY INDIAN ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS

In 1965 Sir J.J. College of Commerce first set up a Secretarial Division to groom young girls to become Personal Secretaries.

Homai was then appointed as Faculty and Administrative Coordinator. Mr. Homi Mehta was appointed as Hon. Director.

Homai's professional competence and experience made her a member of National Secretaries Association (NSA) of USA.

In 1966 Mr. Homi Mehta was sent to USA, on a Lion's International Study Project to get familiarized with Business Education in USA. As a member of NSA, Homai managed to get Homi an invite to visit the headquartrs of NSA in the United States. Upon his return to India, Homi got the idea of starting something like that in India too – a similar Association in India with chapters in different metros.

Homai then had the opportunity to visit the headquarters of NSA in Kansas, Missouri.

Homai and Homi Mehta then started working on the formation of National Institute of Personal Secretaries. (NIPS). They drafted the Memorandum and Articles of Association and got it registered as a Society with seven top Secretaries as Founder members. NIPS also got affiliated to NSA.

The Secretarial Division of Sir J.J. College also grew and the alumni got noticed and were employed in various top Corporates in Mumbai. To bring recognition to the Secretarial Profession, the College started an annual contest of "Miss Secretary" and an annual gala ball called "Fantastique Secretarial Nite". Both these events were later given over to National Institute of Personal Secretaries.

The following ladies were the first Governing Council Members of the then National Institute of Personal Secretaries from October 1970 to 1972:

1) Late Mrs. Zelma E. Lazarus, President

- 2) Late Mrs. Leena A. Tavares, Vice President
- 3) Late Mrs. Homai H. Mehta, Hon. Secretary
- 4) Late Thrity H. Dolikuka, Hon. Treasurer
- 5) Mrs. Dina P. Sethna
- 6) Mrs. Rhoda Vandrewala (Nee Mirza)
- 7) Late Mrs. Mehroo G. Sookhia

The first Annual General Meeting of the National Institute of Personal Secretaries was held on 23rd February 1972.

<sup>D</sup> The rest, as they say, is history as known to one and all! Our own IASAP!

MOTI VAZIFDAR



## Leading with Trust, Living by Values



Heartfelt tributes to Founder, President Emeritus, Mentor, & Guide, our dear late Homai Mehta!

Heartfelt tributes to Late Zelma Lazarus, Founding President, IASAP...

3









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#### **MESSAGE FROM PRESIDENT**



Woah! An Association that has stood for 50 years is a beautiful feeling! The first word that instantly pops into your mind is congratulations, but there's so much more than just wishing the members of IASAP. And these years remind you of the time spent together with each other having fun, bonding and sharing exciting moments. So, think of every moment our members have shared together over these 50 golden years.

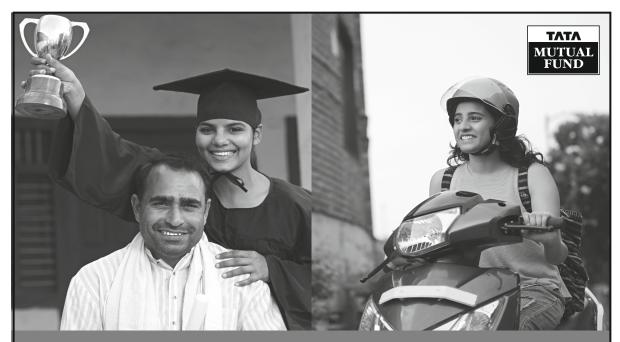
Golden Jubilee is the most wonderful event that may take place for any Association. And if you have the opportunity to be with our members as we celebrate our Golden Jubilee today, don't pass up the chance to make this day even more memorable for all. So, make the people you care about the happiest people in the world by sending some amazing, sweet wishes on the Golden Jubilee of IASAP. Golden Jubilee wishes make everybody feel special.

Our founder dear late Homai Mehta's dream was to celebrate IASAP Golden Jubilee with great pomp and splendour, and we hope to bring this dream come to life with Mazaa, Masti and a wonderful celebration!!

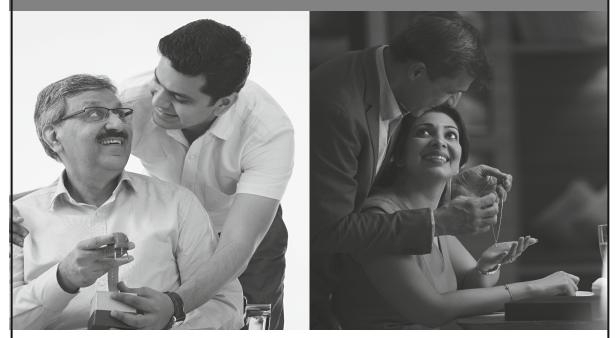
Gold represents this special day because it is precious, shining, and pure, so congratulations on reaching this momentous milestone - IASAP.

Happy 50 Golden Years and May the Lord bless IASAP.

Kashmira Gamadia President, All-India



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#### **MESSAGE FROM IMM. PAST PRESIDENT**



It is a great honour for me to write this article as we continue to celebrate 50 golden years. Over the last fifty years our association has transformed from being a 'small get together' of a few members to an organisation with hundreds of members spread across the country. This has been possible due to the commitment, loyalty, generosity and hard work of the members of our association and the vision of our founding members.

Our President Emeritus, Late Homai Mehta was a true visionary who transformed her dreams into thoughts and her thoughts into meaningful action. She leaves behind a legacy which we have the good fortune to take ahead and convert into something meaningful for our profession.

I strongly believe that we will continue to grow and develop towards an even better future through ongoing dedication and sincerity to our association and its vision. It is indeed a matter of great satisfaction that IASAP has successfully striven for the empowerment of secretaries and Admin Professionals for the last fifty years. So let's use the legacy that we have inherited and appreciate the past, celebrate the present and inspire the future generation of members.

Best wishes,

Edna Martis Imm. Past President



From



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#### **MESSAGE FROM EDITOR**



October 1970 marked the birth of the National Institute of Professional Secretaries in erstwhile Bombay. Since then - the star has risen to become the Indian Association of Secretaries and Administrative Professionals and spread its luminous rays to Chapters at Tamil Nadu, West Bengal, New Delhi, Pune, Bengaluru and Hyderabad and also left an indelible mark on the Association of Secretaries in Asia with whom we are affiliated. All these milestones have been achieved entirely due to spontaneous efforts of our Founders – our dear late Homai Mehta, Mr. Homi Mehta, the

first President - the late Zelma Lazarus, the succeeding Past Presidents and our close rapport with numerous Organizations and Business Associates.

The competitive nature of today's global market and the rapid economic advance of our Nation places increasing and ever evolving demands on us as administrative professionals. By improving our technological and inter-personal skills, accepting and seeking new responsibilities, demonstrating creativity, self motivation and commitment through our dear Association – our Members will continue to call attention to the tremendous potential of our secretarial profession and to its promise of reaching ever higher degrees of excellence. As we look forward to the next quarter century we hope to be an invaluable factor in the Business Community's march to the "Office of Tomorrow"!!

I am tearfully reminded of our dear late Homai's last sentences penned in her last message which read –

"IASAP HAS GROWN FROM STRENGTH TO STRENGTH – THANKS TO THE PAST PRESIDENTS' CONTRIBUTIONS.

WE TRUST THE FUTURE PRESIDENTS WILL CONTINUE TO ENSURE THAT IASAP FLOURISHES".

AMEN TO THAT DEAR HOMAI. MAY YOUR GUIDING SPIRIT BE WITH OUR DEAR IASAP ALWAYS.

I would like to thank our Members' bosses, business sponsors and corporate management circles of Mumbai for their encouragement and support at all times over the last half a century.

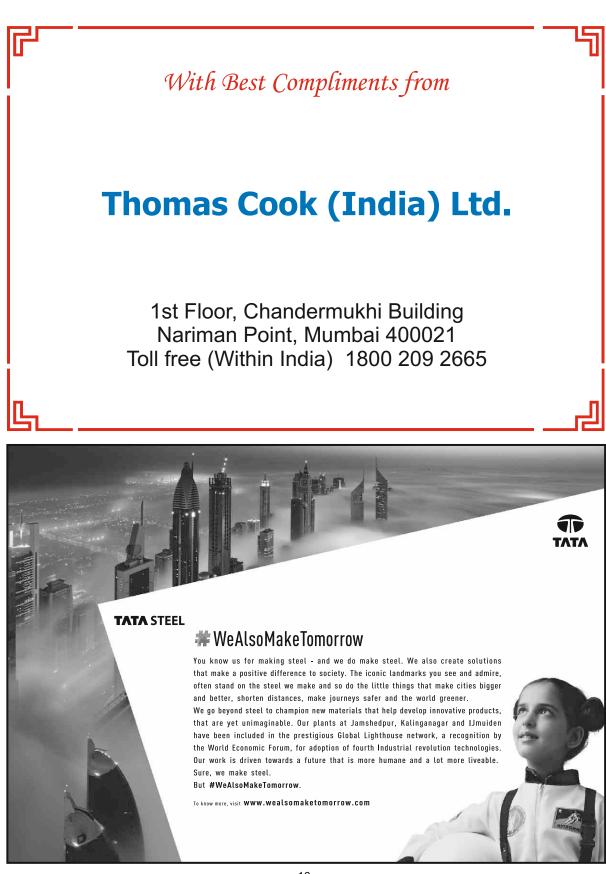
I wish to record my heartfelt appreciation to President Kashmira and Members of the Governing Council For their dedication in planning and preparing for this Golden Jubilee celebration !

With my best wishes to all our dear Members across India.

May the Golden Jubilee lead to the Diamond soon with continued success in the unfolding future!

#### MOTI VAZIFDAR

Past President & Editor



#### **ABOUT ASA**

The Association of Secretaries and Administrative Professionals in Asia Pacific (ASA), formerly known as The Association of Secretaries in Asia (ASA), was founded in 1974 in Manila by late Mrs. Virginia P. Elbinias, the then incumbent President of the Philippine Association of Secretaries & Administrative Professionals (PAS). ASA got its new name in September 1998 during the 13th Congress of Secretaries held in Bangkok in view of the United Nations definition that "Asia is a vast region, which includes Russia and the Pacific Rim countries". ASA's membership has enlarged to engulf New Zealand, Australia and the Pacific. ASA is affiliated to the International Association of Administrative Professionals (IAAP) with headquarters in Kansas City, USA. The formation of ASA has created a means for secretarial associations to network among members all over Asia and raises awareness of the importance of the profession.

At the ASA Congress, the "ASA Award" is bestowed on the All-Asia Winner. Indian Secretaries have won this prestigious Award in 1996, 1998, 2002 and 2008.

Mumbai hosted the 6th Congress of Secretaries in Asia in 1984 and had the privilege of hosting the 17th ASA Congress in Mumbai from November 11-15, 2006.

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The main objectives of ASA are to :

- \* Promote friendship, understanding and unity among the Secretaries in Asia
- \* Promote professionalism
- \* Encourage the establishment of secretarial associations in Asian countries
- \* Encourage more countries to join ASA

As of date, the following are the 14 country-organizations under the banner of ASA :

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JOAN LOBO **Executive Assistant** 

#### **Committee Member**



**RASHNA ARDESHER Executive Assistant** 



#### **PAST PRESIDENTS**



Late Zelma Lazarus (1970 - 1974)



Late Phil White (1983 - 1985)



Homai Elavia (1989 - 1991)



Villoo Karkaria (1995-1997)



Late Bachi Daruwala (1974 - 1976)



Zarine Commissariat (1985 - 1987)



Merlyn Rodricks (1991 - 1993)



Rema Ramchandran (1997 - 1999)



Late Homai Mehta (ASA President 1983-1984) (IASAP President 1976 – 1984)



Amy Minbattiwalla (1987 - 1989)



**Moti Vazifdar** (1993 - 1995)



Late Betty Kent (1999-2001)





Veera Mundroina (2001 - 2003)



Pansy Reilly (2007 - 2009)



**Yvonne Alphonso** (2013 - 2015)



Maria Pontes (2003 - 2005)



**Jeroo Irani** (2009 - 2011)



Sharon Pires (2015 - 2017)



Edna Martis (2019 - 2021)



Shera Langrana (ASA President 2005 - 2006) (IASAP President 2005 - 2007)



Wilma D'Costa (2011 - 2013)



Vimala D'Souza (2017 - 2019)



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MANGALA PRIYA BALAJI Chairperson



MARIA RENAUX Vice Chairperson & Secretary



INDRA PRABHA Honorary Treasurer



SASIREKHA Committee Member



SANDHYA SP Committee Member

Dear Kashmira & Team,

I am immensely pleased to write a message for the Souvenir to be published in commemoration of the Golden Jubilee celebrations of our Association ... IASAP Mumbai to be held on 15th October, 2022.

As I look ahead, I can visualize our Association growing in stature and high standards of excellence. It is my ardent desire that this institution continues its efforts to start many more chapters all over India to help the upcoming Secretaries and Administrative professionals to excel in their respective professions. IASAP can also play a significant role in supporting women empowerment.

The role of a professional Secretary has undergone tremendous changes and it is time we upgrade and upskill ourselves to remain relevant in the main stream.

IASAP had the benefit of many far sighted members who committed their time and effort and relentlessly worked for the successful functioning of the Association. I am sure we will have more such members coming forward to keep IASAP's flag flying high.

Our members in Tamil Nadu Chapter join me in extending their warm greetings and felicitations to all those associated with the celebrations and wish the Golden Jubilee every success.

**Priya Balaji** Chairperson Tamil Nadu Chapter

#### WEST BENGAL CHAPTER COMMITTEE MEMBERS 2022-2023



DHANALAXMI KALIRAM Immediate Past Chairperson



PARNA MOOKHERJEE Chairperson



JUNE SABITA COELHO Honorary Secretary



SABRINA MENDES Honorary Treasurer



TERESA CURRIE Committee Member



LORRAINE WHITE GALSTAUN Committee Member

Congratulations to all the members of IASAP Mumbai Headquarters on their fifty years of unforgettable moments. It is a great achievement to reach this milestone attained by all of you. May every moment spent together with the senior members of your Chapter bring a smile to their faces and provide inspiration and strength to all of you for the years to come.

Best wishes to the members of the Mumbai Headquarters.

Parna Mookherjee Chairperson West Bengal Chapter



#### DELHI CHAPTER COMMITTEE MEMBERS 2022-2023



JYOTSNA PATHAK Immediate Past Chairperson



RASHMI BUDHRAJA Chairperson



YOGITA SHARMA Vice Chairperson Cum Honorary Treasurer



RADHIKA SRINATH Honorary Secretary

Greetings from Delhi Darbar !!!

It's a great pleasure that this year Covid-19 has taken a little back bench and I am going to meet and revive our old memories once again post 2010 and that too on an auspicious occasion of the 'Golden Jubilee Celebration of IASAP'.

The Golden Jubilee year is a time to celebrate our past successes, of which we have had many, in the last five decades of our existence. This enriching journey is a tribute to the significant contribution made by the present and past generation of members and the visionary leadership, the IASAP has been always fortunate to have.

The IASAP provides a platform for bench-marking themselves with the best in the profession. It is said that 'Once an IASAPian always an IASAPian'. I am happy that we have emerged as an Association that is focused on the present with an eye on the future.

The IASAP's strong multicultural members has been the bedrock of the Association's glorious past. I am confident that with the commitment and passion of our members, we will soon celebrate Diamond Jubilee

I always refer to IASAP as an Indian Diamond. It is truly global in stature and indisputably will become only platform for Professional Administratives. Our members have consistently risen above all challenges, maximized opportunities and positioned IASAP at the top for Learning, Training and Networking.

I, On behalf of the entire Delhi Chapter, extend our choicest and warmest wishes to Ms Kashmira Gamadia, President, All-India and her dedicated team of Governing Council members.

With Warm Regards and Blessings

#### Rashmi Budhraja

Chairperson IASAP-Delhi Chapter

#### PUNE CHAPTER COMMITTEE MEMBERS 2022-2023



BEROZE DIVECHA E Immediate Past Chairperson



BAKHTAWAR BATTIWALLA Chairperson



MONICA D'SOUZA Vice Chairperson



ASSUNTA CHRISTY Honorary Secretary





ANNABELLA SALIS Honorary Treasurer

PREETA VENUGOPAL Committee Member



DAISY D'SOUZA Committee Member



RATIKA KHENAT Committee Member

#### "When women support each other, incredible things happen"

Dear Kashmira & the entire team of Mumbai Headquarters;

On behalf of IASAP, Pune Chapter and the Managing Committee, my heartfelt congratulations to Mumbai HQs on this significant milestone of 50 years - Golden Jubilee. Ever since it's founding, Mumbai HQs has been very supportive, understanding, nurturing and encouraging, thus creating a better platform to learn and grow from strength to strength.

A successful venture requires one simple thing and that is passion. We thank Kashmira Gamadia – President, All-India and all the past Presidents and All India Governing Body for being passionate in contributing to the professional development of Secretaries and Administrative Professionals.

On this wonderful occasion we remember Late Mrs Homai Mehta and offer a heartfelt tribute to our Founder, President Emeritus, Mentor and Guide. We will positively take her legacy forward.

It's time to celebrate all the hard work that led to this joyful occasion.

Cheers!!! Wishing you all success and happiness.

God Bless!

**Bakhtawar Rumi Battiwalla** Chairperson Pune Chapter.





#### HYDERABAD CHAPTER COMMITTEE MEMBERS 2022-2023



SRIDEVI MARELLA Immediate Past Chairperson



SNEHA PARDESHI Chairperson



GAYATRI KONDAPALLY Honorary Secretary



INDRA PRABHA Honorary Treasurer



MS T. DEEPTI RAJAN Committee Member



SRIDEVI RAMA Committee Member



**KITTY GURUNG** Committee Member

It is a great pleasure for me to send this message for the Golden Jubilee celebrations of IASAP. This is a moment to reflect on IASAP's achievements and to pay tribute to the founders who have guided its destiny from its inception. I am proud to have been part of the IASAP family for over a decade, during which period I have had the privilege and honour to be closely involved with its growth, as a member, committee member and now as Chairperson of the Hyderabad Chapter. IASAP is amongst the leading Administrative Professional Associations in the world. It has played a major role in the Admin Professionals' learning curve and carrying out their duties being the "frontline" staff in the corporate and other allied associations. In its incredible growth trajectory over the past 50 years, several major programmes have been realized.

Many new projects, events and programmes are underway. These will be truly outstanding contributions which will propel the Association into the foremost league of professional associations with efficient facilities. Furthermore, IASAP's programmes will continue to inspire an increasing number of young women to take up a career in administrative positions, as well as contribute to a fusion of professionals in society and culture. I congratulate IASAP for all its accomplishments in the past 50 years and extend my heartiest felicitations to all members and committee members. I am confident that IASAP will continue to grow from strength to strength and to inspire the next generation through its multifaceted activities.

On behalf of IASAP Hyderabad Chapter Committee and members, Congratulations again and all the best.

#### **Sneha Pardeshi** Chairperson Hyderabad Chapter

#### BANGALORE CHAPTER COMMITTEE MEMBERS 2022-2023



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MERYL DCOUTO Chairperson



GITANJALI ARORA Honorary Secretary



MICHELLE BARBOZA Honorary Treasurer



JAYALAKSHMI VENKATANARAYANAN Committee Member



VIDYA LAKSHMI Committee Member



ASHA BASAVRAJ Committee Member



MAMATHA SHIVANI Committee Member



NAMRA BALQEES AHMED Committee Member



HEMALATHA B. Committee Member

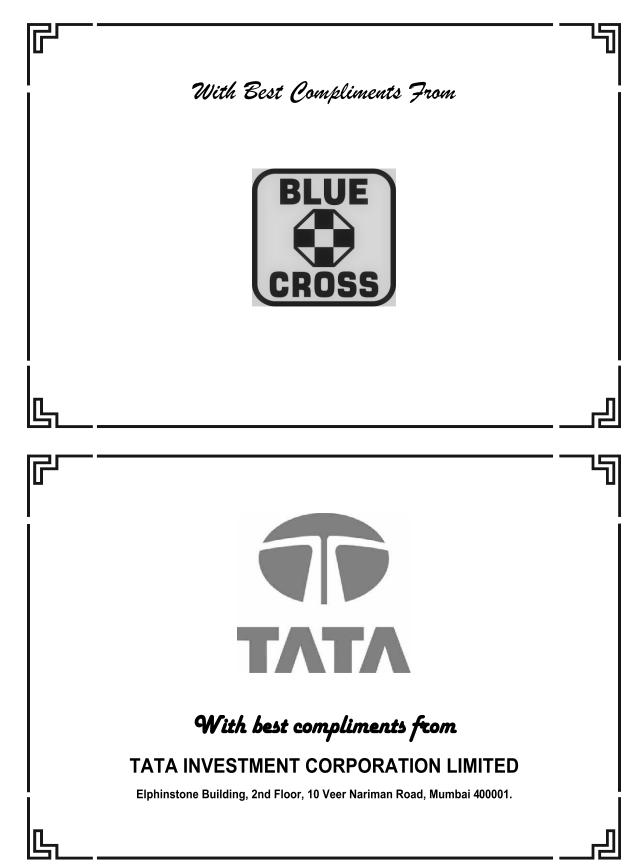
On behalf of my vibrant Bangalore Chapter, it is indeed my pleasure to congratulate IASAP Mumbai on their 50th Anniversary. I am fortunate to be a part of this wonderful Association and the 15 years which I have spent here has been a truly rewarding experience.

Since its founding in 1970, IASAP Mumbai has come a long way. They added Chapters across the country and increased their member base of skilled, passionate Admin professionals. I am very proud to be part of this prestigious Association because of the diverse and progressive group we are. I am confident that we will continue to play a significant role in the advancement of Administrative Professionals, impacting them both personally and professionally.

The pandemic years were extremely challenging but now with all of that behind us and your celebrations in Mumbai with so many of us attending from the chapters is a wonderful reminder that great things are happening. Although we miss our Founding Member – Late Homai, it is my hope that everyone affiliated with this Association will take the time to reflect on all of her incredible accomplishments of the past five decades. Thank you to our well wishers, those members who have passed, those who still spend endless time driving our Vision and Values, we could not have come this far without their unstinting support.

So, Congratulations on 50 years of history-making and cheers to the glorious years gone by and the many wonderful years to come !! The future is bright for all of us, lets look forward to working together to support our future generations of Admin Professionals !

**Meryl Dcouto** Chairperson Bangalore Chapter



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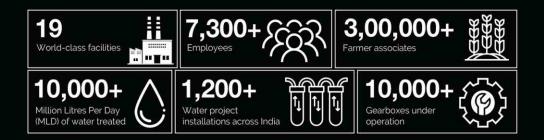




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Governing Council 2021-2022





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With Mr. J. R. D. Tata at the Boss Secretary Lunch Moti Vazifdar, Pansy Reilly, Alloo Bharthania, Kety Masani



President, All-India Kashmira Gamadia receiving the President's Badge from Imm. Past President Edna Martis



Mr. Clyde Cooper, the then Managing Director Blue Dart Courier Service, being introduced to Mr. J. R. D. Tata by Past President & Compere Zarine Commissariat.



Mr. Ratan Tata being felicitated by Past President Rema Ramchandran at the Taj Ballroom





In 1995, NIPS celebrated its Silver Jubilee at the Taj Mahal Hotel, Mumbai. Past President Moti Vazifdar with Mr. Vijaypat Singhania, Chief Guest



Women's day celebration at St. Andrew's College, Bandra, March 2020



Editor Moti Vazifdar releasing our Newsletter with Mr. R. Gopalakrishnan, Executive Director, Tata Sons Ltd. (Past President Wilma D'Costa's Boss).



In 2009, IASAP got its own office at:104 Ashoka Shopping Centre, L T Marg, Mumbai 400 001

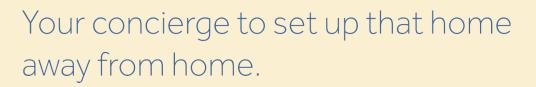




Ruby Anniversary (40 Years completion) of IASAP, celebrated on 21st August 2010 at Taj Mahal Palace



2017 - National Convention in Mumbai









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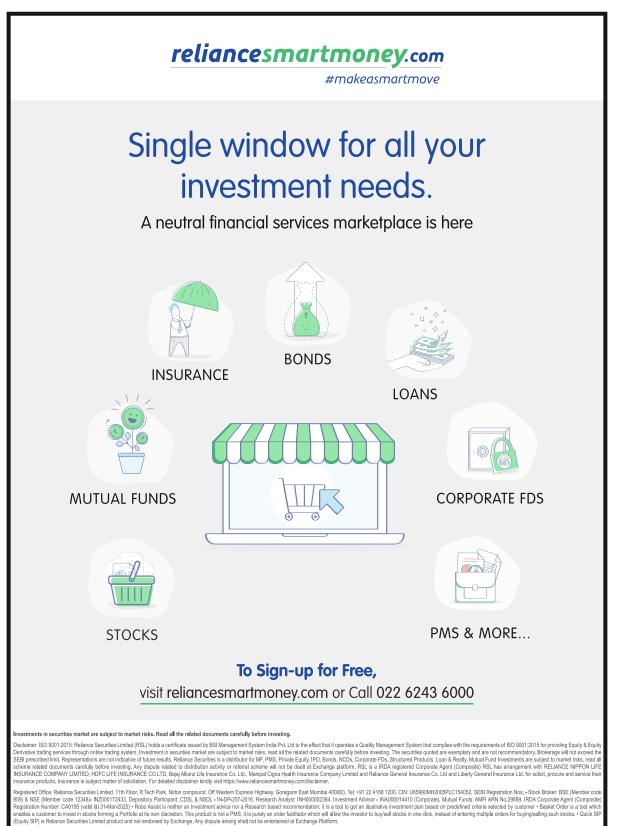


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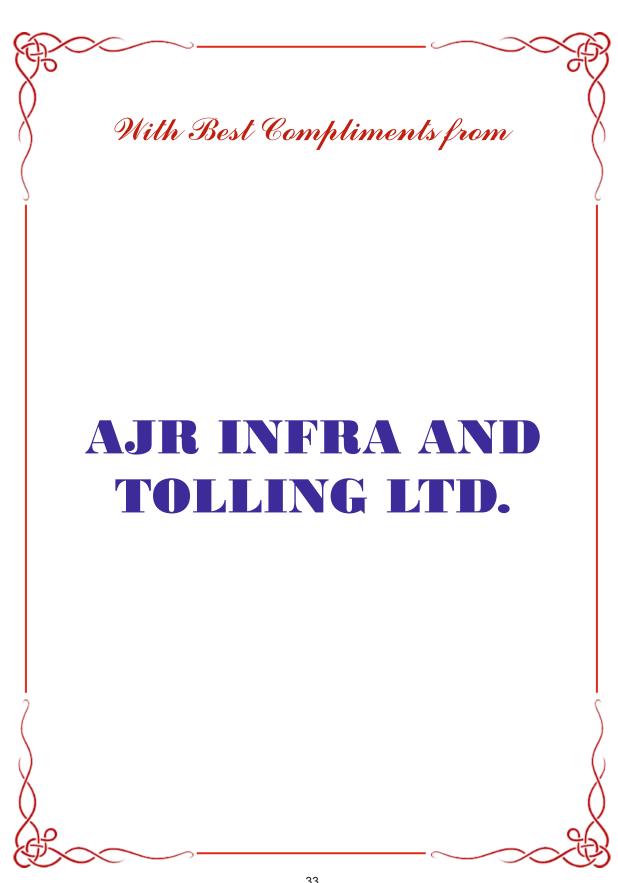
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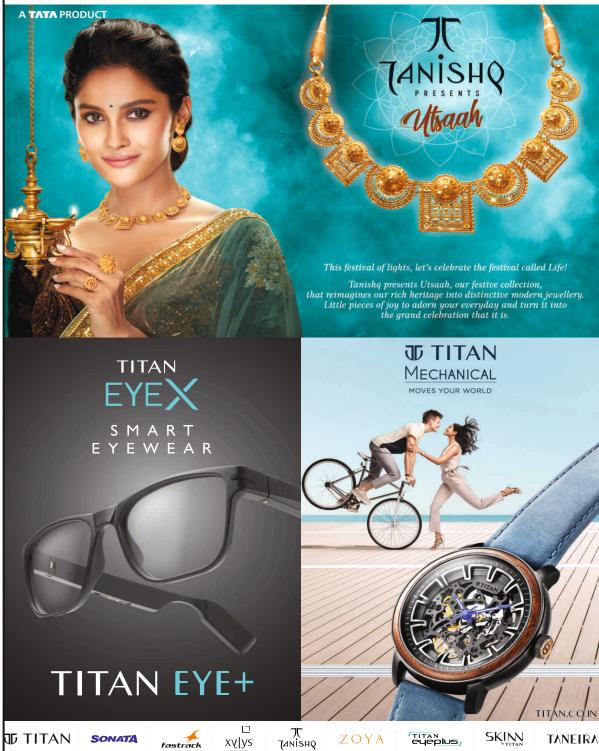
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### **JUBILEE SONG**

IASAP OF PROFESSIONAL SECRETARIES HOMI AND HOMAI AS OUR VISIONARIES STARTED HEADQUARTERS IN MUMBAI CITY SPREAD OVER INDIA TO SIX MAJOR CITIES

WE'VE BUILT A STRONG ASSOCIATION THAT EVERYONE CAN SHARE ALL OUR EFFORTS WILL YIELD KNOWLEDGE BEYOND EXPECTATION AND WE KNOW WE WILL FIND SKILLS THAT LAST A LIFETIME AS WE WORK TOGETHER IN HARMONY

RAP: LET ME TELL YOU SOME MORE ABOUT IASAP HISTORY, WHICH IS AKIN TO PLANTING AN ACORN THAT TURNS INTO AN OAK TREE IT STARTED OFF AS NIPS ON 15 TH OCTOBER 1970. ZELMA, LENA, HOMAI, DINA, THRITY, RODA, AND MEHROO WERE THE FOUNDING TEAM FIRST PRESIDENT ZELMA LAZARUS, BACHI DARUWALA THE SECOND, HOMAI MEHTA THE 3RD PRESIDENT WAS ALSO ELECTED ASA PRESIDENT IN 1979. THE 6TH ASA CONGRESS WAS HELD IN TAJ MUMBAI IN 1984 AND HOMAI WAS UNAMIOUSLY ELECTED PRESIDENT EMERITUS. PHIL WHITE WAS THE 4TH PRESIDENT, ZARINE COMMISSARIAT THE 5TH , AMY MINBATTIWALLA THE 6TH, HOMAI ELAVIA THE 7TH, MERLYN RODRICKS THE 8TH, MOTI VAZIFDAR THE 9 TH, VILLOO KARKARIA THE 10TH , REMA RAMCHANDRAN THE 11 TH , BETTY KENT THE 12TH , VEERA MUNDROINA THE 13TH . MARIA PONTES THE 14 TH . SHERA LANGRANA THE 15TH WHO ALSO HOSTED THE 17TH ASA CONGRESS AT TAJ LANDS END MUMBAI IN 2006, PANSY REILLY THE 16 TH , JEROO IRANI THE 17TH , WILMA D'COSTA THE 18TH , YVONNE ALPHONSO THE 19TH , SHARON PIRES THE 20TH, VIMALA D'SOUZA THE 21ST, EDNA MARTIS THE 22ND, KASHMIRA GAMADIA THE 23RD PRESENT PRESIDENT. MUST MENTION WE GOT OUR OWN OFFICE AFTER THE 17 TH ASA CONGRESS AT CRAWFORD MARKET. ALL THE NATIONAL CONGRESSES AND THE INTERNATIONAL ASA CONGRESSES HAVE BEEN WELL ATTENDED BY OUR MEMBERS.

O MEMBERS, O MEMBERS, WE WANT YOUR HELP TO GROW IASAP FAMILY IN BEING THE BEST PROFESSIONALLY LET'S KEEP HOMAI'S DREAM ALIVE TO REACH OUR DIAMOND JUBILEE BE A PART OF IASAP FAMILY LETS BE PART OF IASAP FAMILY

**BY : JANICE BRAGANZA** 

To live in the hearts we leave behind is not to die

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- Thomas Campbell

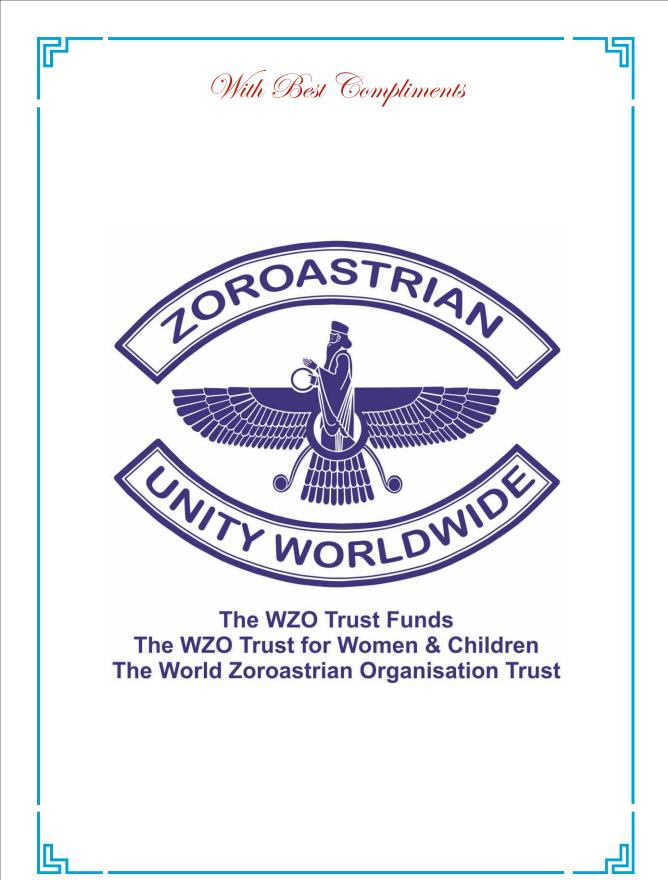
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Who will live in our hearts forever



Wishing IASAP Golden Jubilee great success





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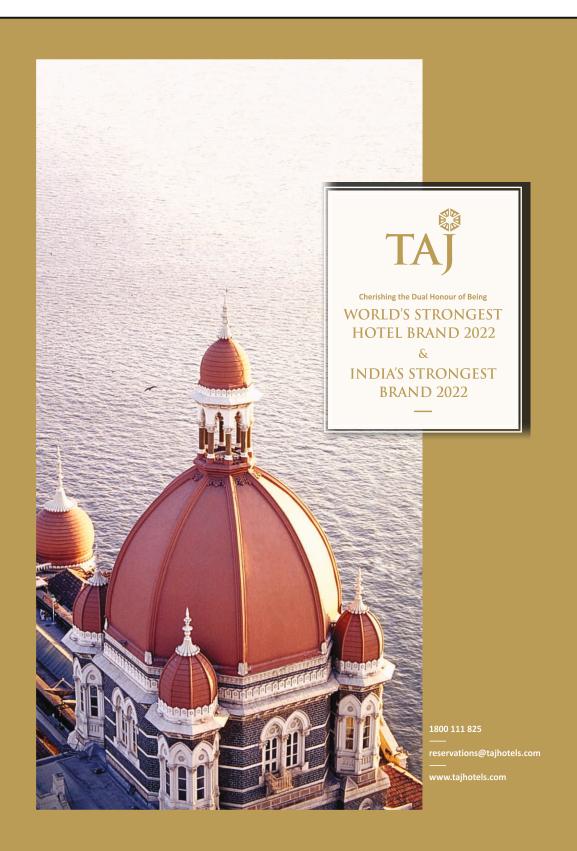


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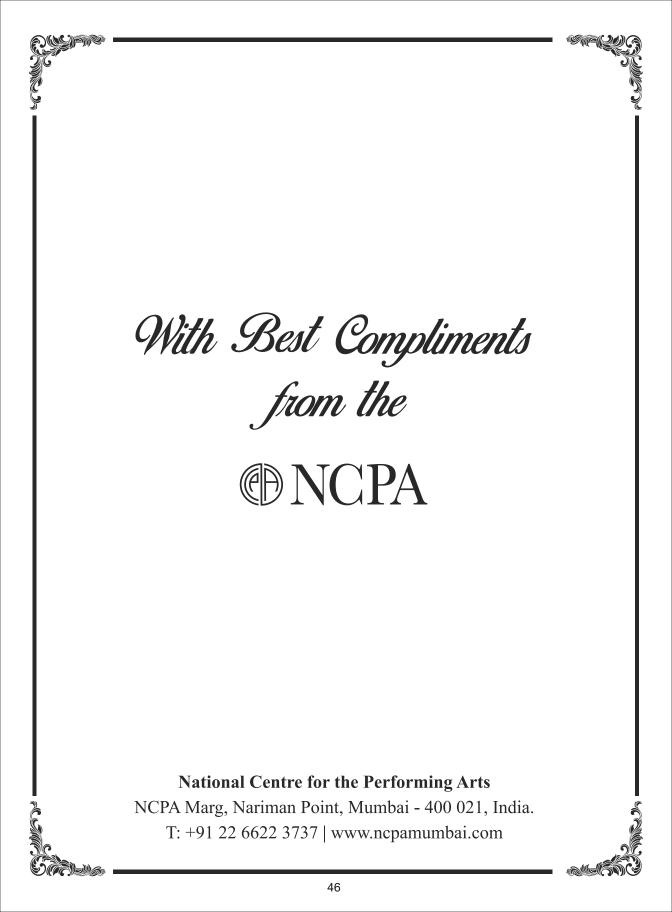
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### THE GOLDEN YEARS OF IASAP

It was the 15th of October 1970, when NIPS was born, Homai and Homi Mehta had dutifully sown this Acorn.

Assistance with ideas by Zelma and Bachi helped in hand holding, Secretaries enrolled - went through upgrading and re- moulding.

NIPS was on a roll with greater betterment in mind, Mumbai spread out their wings and other States were not far behind.

> Further changing times made NIPS stand as IASAP, The 6 new Metros added meaning to the camaraderie.

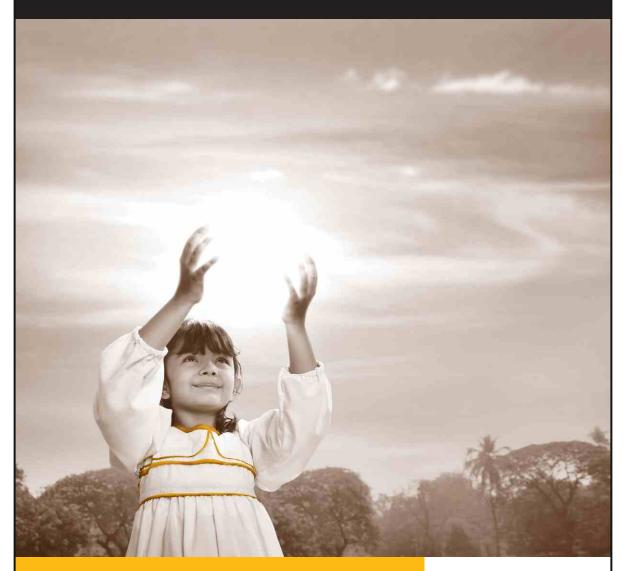
Conduct of training, lectures and National Conventions, Created wider scope of our existence and intentions.

Our constant push to upgrade and better our best, Prepares us to overcome hurdles and embrace test.

IASAP celebrates their glorious 50 years, Kudos to all who changed guards and gears.

#### **BY: HYACINTH ARYA**

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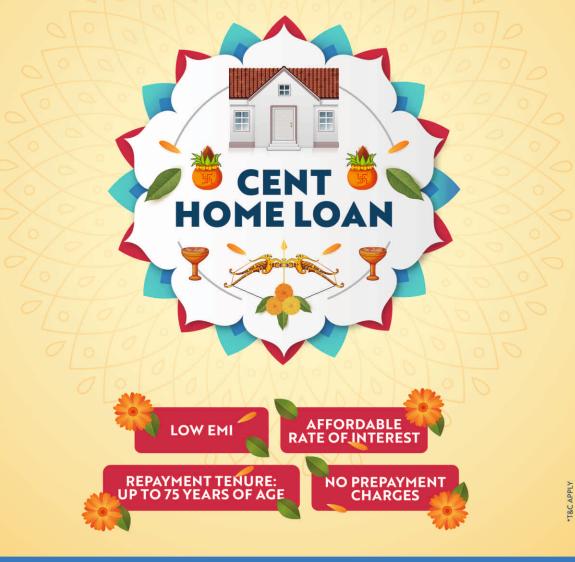
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# **IASAP Holds Tree Plantation Drive With FoT, XIE**



Indian Association of Secretaries & Administrative Professionals (IASAP), in association with the National Society of the Friends of the Trees (FoT) and the Xavier Institute of Engineering (XIE), initiated a tree plantation drive on 11th June, 2022 at the XIE campus at Mahim, Mumbai.

The tree plantation drive kick-started with the first plant being planted by Kashmira Gamadia, IASAP President, All-India along with Dr. A. D. Sawant, President FoT. This was followed by Dr. Pheroza Godrej President Emeritus, FoT planting along with IASAP members, whose enthusiastic participation in the plantation drive resulted in planting a total of 80 trees.

Dr. Sawant explained the importance of growing trees and plants

in Mumbai city as these purify the air. Jitendra Pardeshi, BMC Garden Superintendent, commended IASAP, foT and XIE for the good work done. Father Dr. Jolm Rose, Director XIE, thanked IASAP for this initiative and for the donation given to XIE for the upkeep of the trees planted.

IASAP also organized a special Environment Day fun Quiz in the first of its kind event, which advocated that for human race to progress, it must stay connected with Mother Nature. as there is 'Only One Earth'. Primarily an organization for Secretaries and Administrative Professionals, IASAP also aims at promoting environmental consciousness for the welfare of oncoming generations.



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