



Admin Pro

Tri-annual newsletter

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September to December 2020

From the Editor:

Dear Members

I wish you and your family a very Happy New Year!

Although 2020 is behind us, it will remain within our living memory as the year that brought the whole world to a halt! Some have faced the loss of dear ones, jobs and lifestyle and we grieve with them. **It has also given us time to think, reflect and adjust and, I hope this will leave us stronger, kinder and more resilient.**

Thank goodness for technology, it has kept us connected which I think is the deepest human need. Our members – as always – have shared their stories and thoughts: **Theresa Dias** informs us about Atlas Honda and **Natasha Lobo** about SZABIST, while **Marina Fernandez** writes about Healthy Boundaries in Professional Life. Read about **DSSP's CSR Initiative**. We then honour our dear departed members **Stella Michael and Thrity Kharas** and, follow it up with **ASA News** covering a Memoriam for IASAP's doyenne **Homai Mehta**.

Our members have also shared their expertise on good living: **Liana Lobo** has given us very helpful guide on hair care, **Emily Dias** has shared her love for cooking and tips relating to it, **Naureen Rodrigues** has won a cooking contest and, we round off with photographs and comments by the **DSSP Members' who took a weekend trip to Nagarparker**.

Stay well, stay connected and do dare to dream!

Sunnu F Golwalla



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Company Profile

Atlas Group: Our Motto: Organization Development Through Self Development

Contributed by our Member, Theresa Dias – Group Executive Secretary at Atlas Group

The pioneer of Pakistan's industry, Mr. Yusuf H. Shirazi, laid the foundation of Atlas in 1962 with the establishment of Shirazi Investments (Pvt) Limited with a paid-up capital of Rs.0.5 million- and 3-men doing business in trading shares and real estate.

Today the Atlas Group consists of 19 companies and a personnel strength of over 10,000 employees. In addition, Atlas provides livelihood for over 50,000 people through a network of distributors, dealers, mechanics and service providers.

Atlas is a leading Group in all respects, dealing in Manufacturing Honda motorcycles, Honda Cars, AGS batteries and Automotive components, Power Generation that addresses the growing energy needs of the country, General Insurance, Trading and Financial Services.



The Group relies on highly educated and well-trained staff. The top Executives have attended Harvard Business School, Stanford, The Wharton School of Finance, Eton College, INSEAD and IMD. Several others include Chartered Accountants, MBAs, Industrial Accountants and Engineers.

Atlas relies mainly on Human Capital. Human capital is the key ingredient to its success. Professional management is the hallmark of Atlas and it firmly believes that excellence can be achieved through management training, professionalization and team work.

Hard work, dedication and commitment towards the organization by employees are always recognized - through advancement in careers.

The Group's strategic direction and decisions are determined by the Group Executive Committee. Each Company in the Group functions autonomously within the framework of policy. Capital and operational budgets are approved by the Group Executive Committee.

Business and know-how links are with major foreign and particularly leading Japanese Companies. Atlas has had one of the longest technical collaboration agreements with Honda Motor Company Limited of Japan. These relations have been further consolidated with equity participation in Honda Atlas Cars (Pakistan) Limited. Atlas Battery Limited (AGS) has enjoyed technical assistance from GS-Yuasa Battery Company.



Other Group Companies are enjoying technical and business collaboration with major foreign companies in their respective fields. Shirazi Trading Company Limited is involved in the sale of office equipment, import and distribution of medical equipment and commodities, heavy machinery, etc.



Atlas Group' aim is to strive for excellence in all areas and endeavours to make each company in the Group a provider of high-quality goods and services - an attractive organization to work for.

SZABIST celebrates its Silver Jubilee

By our Member Natasha Lobo, Personal Assistant to Vice President Academics



Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST) celebrates its 25th (Silver Jubilee) this year 2020. SZABIST is a highly ranked and fully chartered educational institute of Pakistan, established through a Legislative Act of Sindh Assembly (Sindh Act No. XI of 1995). It is approved and recognized by the Higher Education Commission (HEC) Pakistan as a degree awarding institution. All the programs offered at SZABIST are consistent with the guidelines laid by HEC and other regulatory bodies, for example, National Business Education Accreditation Council (NBEAC), National Computing Education Accreditation Council (NCEAC), National Accreditation Council for Teacher Education (NACTE), and Pakistan Engineering Council (PEC).

SZABIST comprises five campuses located in Karachi, Hyderabad, Larkana, Islamabad and Dubai with a current student enrolment of over 11,000. SZABIST has proudly awarded degrees to over 14,500 talented graduates. Our alumni are sought by national and multinational organizations and hold key positions in several reputable firms at national and international level.

SZABIST offers undergraduate, graduate and post graduate degrees in 6 different disciplines: Management Sciences, Computer Sciences, Media Sciences, Education & Social Sciences, Mechatronic Engineering and Life Sciences. In addition, SZABIST offers LLB program and BABS program as external programs in affiliation with University of London and Coventry University, UK respectively. In order to further diversify SZABIST's portfolio, MS and PhD programs in Educational Leadership & Management were introduced in Fall-2015.

SZABIST is ranked as one of the most reputed university by Higher Education Commission (HEC) and Chartered Inspection and Evaluation Committee (CIEC) Sindh. All programs at SZABIST are conducted under strict compliance of the relevant regulator bodies such as NBEAC, NCEAC, NACTE, PEC and KHDA Dubai. Since 2012, the SZABIST-QEC has been awarded more than 91% in the quantitative assessment by Quality Assurance Agency (QAA) HEC, Pakistan.

The Institute has signed MoUs' with various reputable and distinguished organizations and institutions such as Istanbul Medipol University, Turkey; University of London, UK; ICRC, AMAN Foundation and JS Bank. SZABIST Karachi Campus is situated in the prime location of Clifton Block 5 (campus units: 79, 99, 100, 153, 154, 172/1, 172/2). Plans are underway for the construction of a purpose- built campus for Management Sciences, Computer Science, Education & Social Sciences, Media Sciences, Mechatronic Engineering, and Life Sciences departments. Moreover, SZABIST has established its School of Engineering & Applied Sciences at its newly built campus at Gharo. SZABIST-Gharo campus is on the main National Highway, at a 40-minutes' drive from Karachi Airport. SZABIST Gharo campus will be offering its first Academic Session in Fall 2021.

SZABIST is proud to offer education par excellence in the areas that are crucial for Pakistan's socioeconomic development.



Setting healthy boundaries in your professional life!

Marina Fernandez, immediate past Editor of our Newsletter



Many changes have taken place in our world due to COVID-19. Thousands of assistants (as well as others) are working from home – which is even more reason to establish boundaries.

The administrative profession has changed and so have those in the profession. While many assistants are confident and express their views and opinions, many others still want to know how they can set healthy boundaries in the workplace without offending others or losing their job. So, you are not alone.

What Happens If You Don't Set Healthy Boundaries?

- ❑ You work longer hours.
- ❑ You use personal time to sift through emails (exception – if that is part of your job).
- ❑ You take on more work than you should.
- ❑ You feel personally attacked.
- ❑ You are stressed.
- ❑ You feel underappreciated.
- ❑ You are underutilized.
- ❑ People take advantage of your good nature.
- ❑ You sacrifice your needs for others (and resent the person later).
- ❑ You won't fulfil your potential.

Why It Matters!

We all have needs to be met in the workplace so that we can do our job. We also must make sure people do not walk all over us. The benefits to us are:

- ☐ Feeling in control.
- ☐ Building confidence.
- ☐ Achieving our goals.
- ☐ Gaining self-confidence.
- ☐ Improving communications.
- ☐ Creating win-win situations.
- ☐ Expanding your influence.
- ☐ Gaining greater job satisfaction.

Setting boundaries requires a delicate balance of various skills. We teach people how to treat us by our actions and behaviour. **When someone violates our rights and we don't say anything, we teach them it's okay to dominate and manipulate us. We therefore create stress in our lives. The best time to assert yourself is sooner rather than later.**

Attitude of Confidence

Assertiveness has to do with having an 'attitude of confidence.' It is an attitude of self-respect; it is an attitude of respecting other people's rights. It is an aura of self-assurance.

When you are assertive, you not only ensure that your needs are met to get the job done, but you help others be more efficient and effective.

Being assertive will not be easy for everyone. It is a skill you can learn and the more you practice it, the more comfortable you will become. This does not mean, though, that you will never feel intimidated. Remember, situations change as well as the people we interact.

In Person versus Email or Text

The first priority when setting boundaries is to talk to the person, in person, face-to-face. If that is not possible, then talk to them over the telephone. My last choice would be Zoom, Skype or Facetime.

7 Steps to Being Assertive

1. Outwardly confront something instead of holding it in or stewing over it.

Passive people hold things in. They keep their feelings buried and do not like confrontation. Therefore, they are walked over and stressed. While you may want to take some time to think about the situation and how you want to respond, do not sit on it for days and weeks.

2. State your opinions clearly.

You are entitled to your opinion. When communicating with others take time to be clear when expressing your opinions and especially do not say anything that would hurt another person's feelings. Choose your words carefully

3. Walk away at your choosing.

Passive people walk away because they feel intimidated by a person or the situation. An assertive person walks away because it's just not worth expending more time or energy on that particular situation.

4. Be active, not reactive.

Assertive people act, but they also stop and think before they take action. They craft the message wisely and deliver it at a time when the other person will be open to listen to what they are trying to convey.

5. Establish deadlines

You can start this today! Many Executive and Administrative assistants will ask, "When do you need this?" Of course, the common answer is, "As soon as you can get it to me," or, "As soon as possible." Learn to ask people, "By when do you need this?" Get the people who assign you tasks to commit to the latest date by which they need something, not the soonest. This helps the person giving you the assignment set their own priorities and helps you prioritize your workload.

6. Do not accept inappropriate behaviour.

If there is anything that does not feel right or appropriate to you in the workplace, you must tell the offending person the action or words are not acceptable to you. A simple example could be when a person always comes to the Assistant's workspace and takes stationery or other items from their desk. If you don't like that, say something. My point is you do not have to accept behaviours that frustrates, stresses, or upsets you. My favourite saying is, "People will continue to treat you as you allow them to."

7. Go to the source.

People tend to complain to their friends or co-workers about someone at work who upsets them. That does not change the situation or how you feel – at least not permanently. When uncomfortable situations arise, you need to go directly to the source causing that discomfort. Use positive communication skills. If you hear something via a third party, make sure you have all your facts before going to the source.

RISK AWARENESS

Recognize

There is a higher risk level if you are setting boundaries with your executive than a peer. Your executive is still the executive and your manager. If you need to negotiate your workload with your executive, then talk to your executive.

Minimize

Minimize the risk involved so that your message is received and your professional image remains intact.

Weigh the Pros and Cons

Setting healthy boundaries is all about communication – verbal and non-verbal, plus being confident and caring.
Here are some specific techniques:

- ❑ State exactly what you would like to happen or exactly what you need.
- ❑ By when does this have to happen?
- ❑ Use "I" statements.
- ❑ Purposely use impact words, such as 'need' vs. 'would be nice if ...'
- ❑ Speak clearly and with a confident tone.
- ❑ Write/speak with confidence and be concise.

DSSP's CSR Initiatives

Emily Dias, Member of DSSP suggested at our last Annual General Meeting that we play our role in society by contributing to welfare organisations. The Executive Committee decided to spread the approved amount of Rs 200,000/- to different sectors.

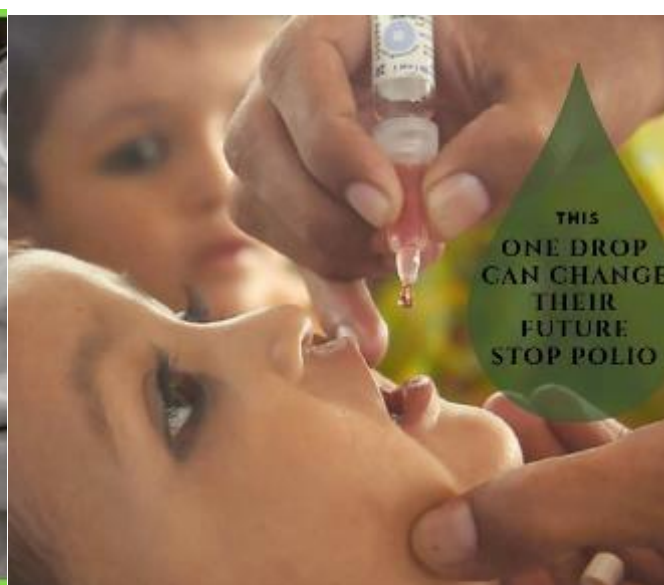
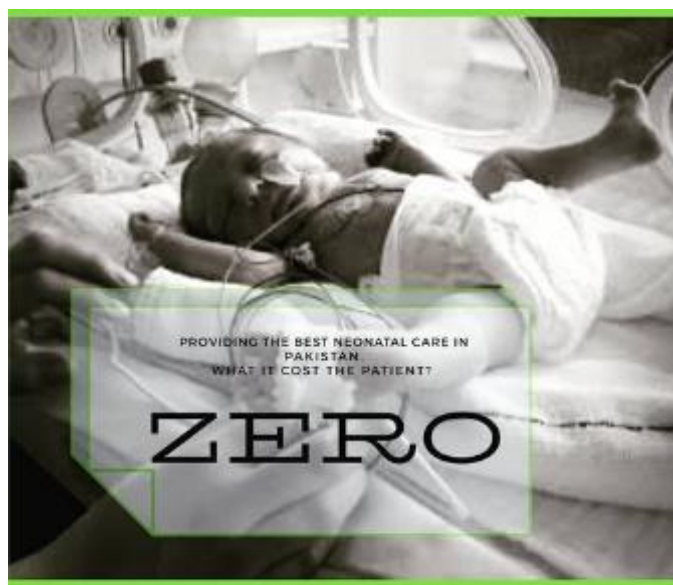
DSSP's President Natasha contacted a child hospital, while DSSP's Secretary Naureen contacted a rehabilitation centre. Cheques have been presented to them and details of their service below is for your interest. In the pipeline is an elders' home which will be covered in the next issue.

"The National Institute of Child Health Karachi is the largest public sector paediatric hospital in Southern Pakistan serving over 1 million patients annually, some from as far away as Baluchistan and lower Punjab. It has the largest infant incubator facility in the country as well as the largest paediatric ER. It is the only hospital providing 24 hours paediatric surgical emergency to over 5 million children in its reach. Nearly 1,000 children visit the OPD daily. All treatment at the NICH is Free of Cost.

The hospital is facing an acute shortage of funds as the number of patients it serves is increasing at an alarming rate. (DSSP contributed Rs 100,000/- to the Hospital.) The need for life saving medicines is acute as well as the need for additional staff and equipment to be able to provide quality healthcare delivery services to the masses, while at the same time the poorest segment of the population comes for treatment and thus is unable to afford even the life-saving medicines. Nearly 50% of the patients are from out of Karachi, hailing primarily from interior Sindh and entire Baluchistan and from as far away as KPK and Azad Kashmir.

The hospital urgently requires financial support to support its various activities. Your donation can be put to use in a number of ways, some of which are listed below:

1. Provision of medicines for 300 diabetic children in OPD's
2. 1000 doses of life saving injectable antibiotics for ICU patients
3. Carrying out 400 Dialysis sessions for children
4. Procurement of PPE's for 20 bed Covid-19 ICU/HDUa"





COVID Ward



Pleasant décor of children's ward

“IBTIDA is a non-profit, non-government and non-discriminatory drug rehabilitation center working under Karachi diocese of church of Pakistan. IBTIDA has 3 decades of struggle combating menace of drug addiction without medicines: through awareness raising in high-risk groups and general public, prevention, detoxification and rehabilitation of drug abusers. It includes behavior therapies, counseling, work therapy, prayer therapy etc. IBTIDA initiated its working in 1985 with the conviction and slogans of repentance, abstinence, service and fellowship, and successfully helped and led the members (addicts are referred as members) to restoration from drug addiction.

We are establishing prevention work as an integral part of the work of IBTIDA in the community and in the schools at large, but few people devote time to this much-needed work. Our work is in 3 different age groups: 1 *bacho aur bachao*- for children, 2 *jeo aur jeenay do*- for youth and 3 *Fiqar o amal* - for Elders

IBTIDA's Challenge is to improve the life style of the members and make them a productive part of the society/community/church. For this purpose, we have contact with priests, the community leaders and family heads, as they can help the member and his family and recover, and the member to sustain his recovery. **We are very grateful to the Distinguished Secretaries' Society of Pakistan's support to IBTIDA with Rs. 50,000/=.** Sincere regards, Rev. Julian Justine, Director Project”



Honouring our dear departed Members

Stella Michael



Stella Michael was known to me when we briefly worked together at HBL. She was quiet mostly, but once befriended she would talk her heart out.

Stella served on the executive committee for one term in 2011-12. She willingly took on jobs that were assigned to her.

Stella was always talking about her family which gave me a sense of how closely knitted they were. I pray Stella's soul rests in eternal peace, Amen. –

CHERYL MATHEW, PERMANENT ASA COORDINATOR

I got to know of Stella Michael when she joined PSO: Pakistan State Oil Company Limited. Being a large organisation, it was not easy to interact with all Secretaries as our departments were in different floors and locations. It was when all offices of PSO came into one building known as PSO House, that I got to know Stella better. She was pretty quiet but always an obliging lady and, always had a smile.

It was a shock when I got the news of her death: it made me wonder how fragile life is. So, let us cherish every moment in our life. My deepest condolences to her two daughters and their families. May the Almighty grant Stella a place in heaven. Amen. With deep sympathies. - **EMILY DIAS, MEMBER OF DSSP**

Thirity Kharas



To me Thirity was an epitome of grace and elegance. With a warm smile, kind eyes and a soft, gentle voice she would greet you. **MEHER DOCTOR, MEMBER OF THE DSSP**

Thirity was a beautiful woman, inside and out. She was a wonderful sister, wife and mother. A soft-spoken lady and friendly by nature. She was always helpful when one approached her. Not once she ever complained what life threw at her. Accepted it all with a smile. Her beautiful spirit will live on through her daughters, and they will always know how much she loved them. She tried with all her heart to stay for them, but God called her, and she had to go. I miss your WhatsApp chats Thirity. RIP dear friend till we meet again. **JACQUELINE**

D'SOUZA, MEMBER OF DSSP

Thirity's life posed daunting challenges, but she handled them with grace. Seven years ago, her husband Cyrus needed liver transplant, not even heard of in Pakistan. It was a long arduous journey from the diagnosis to finding a donor, deciding on country in which to have the transplant and then, tremendous aftercare for nearly a year. Throughout Thirity was immersed in his care with patience, positivity and grace.

On Cyrus's healing they visited their children in the US. Then, destiny brought them back to Karachi early this year, and a raging fire in their flat on 5 June took away Cyrus within 20 hours. While Thirity survived, also with third degree burns, not a bitter word she said, but took the situation with remarkable strength. Later, during transfer of hospitals she contracted Covid-19 and even faced isolation in her last days from her loyal and caring friends, which too she must have taken with her innate grace.

Within days this beautiful soul crossed-over too and joined her husband, leaving us in awe and, in tears. That was mettle of which our Thirity was made. May she rest in eternal peace. - **SUNNU GOLWALLA, EDITOR, ADMIN PRO**

IN MEMORIAM: HOMAI HOMI MEHTA, FOUNDER AND PRESIDENT EMERITUS INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS (IASAP)



THE CONDOLENCE MEETING

Kashmira Gamadia, Honorary Treasurer, IASAP & Executive Assistant to the Chairman of Resource Management (India) Pvt Ltd captures this most eloquently:

“Our mentor, guide, leader and President Emeritus, Mrs Homai Mehta left for her heavenly abode on September 15, 2020. She was a wonderful, soft spoken lady with a small stature but a big heart. “

IASAP Headquarters organised a virtual condolence meeting for our Homai on Saturday, September 26, 2020 that was attended by more than 200 members from all chapters in India and the ASA fraternity, her husband Homi, son Hushedar and daughter Niloufer. Also, in attendance was the founder of ASA, Virginia Elbinias from Manila as well as many sisters from the ASA fraternity. Many members, who worked closely with Homai spoke from their heart, shared their interactions with Homai and mentioned how Homai had mentored them. **A few quotes of Homai:**

“Give more than you think you can give”

“Tomorrow I may die but IASAP will always be there....You all have to work together”

“Secretaries are hinges around which an office revolves”

“Always have a Win-WIN situation”

HISTORY OF IASAP FROM 1970 TO 2020 IN OUR DEAR (LATE) HOMAI’S OWN WORDS

The seed which Homi & I sowed has grown into an oak tree. Trustees of Sir J. J. College of Commerce, where I was working encouraged us in establishing 'NIPS' National Institute of Personal Secretaries in 1970.

Then we changed it to National Institute of Professional Secretaries as the era of personal secretaries was declining and we wanted a professional platform. Finally, **in April 2003, we became Indian Association of**

Secretaries and Administrative Professionals (IASAP). This helped us to be identified as 'Indian', since 14 countries of Asia came under one banner – ASA - Association of Secretaries in Asia. We became a member of ASA in 1974. We were also affiliated to Professional Secretaries International, USA. (PSI). In the 1900's they did away with affiliation, as American customs and culture were different from ours.

Meanwhile we opened chapters in India, Chennai being our 1st chapter in 1983, followed by Kolkata, Delhi, Pune, Bangalore and Hyderabad; Mumbai being the headquarter of them all.

In 1984 we held the first ASA congress in Mumbai, India. I was president for 8 years. When I stepped down after the congress, I was honoured with the title 'President Emeritus'. After 1984 we have had 21 All India Presidents. Edna Martis is the 22nd current all India President. Each president has worked in well-known corporates.

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. Jai Hind!!!

TRIBUTES IN PARSI COMMUNITY NEWSPAPERS:

WEEKLY JAME JAMSHED described her “An inspiration to all, a mentor to many, Homai Mehta was a pioneering force in India’s secretarial world.”

BI-MONTHLY PARSIANA MAGAZINE described her as “the guiding force” with two and half page coverage.

FORTNIGHTLY PARSI TIMES: “Her vision and tireless effort was the singular reason why our Association reached the pinnacle of its glory.” *Fondly remembered by The President, Immediate Past President and the Governing Council, Indian Association of Secretaries & Administrative Professionals.*

SELECTED CONDOLENCE MESSAGES: FROM HEADS OF ISAP, DSSP AND ASA

FROM EDNA MARTIS, PRESIDENT-ALL INDIA

Each of us has been touched in some gentle way by Homai. To all of us in IASAP she was a mentor and a guide and a leader who led from the front. She was small in stature but big in heart. IASAP was always at the centre of her being. Planning its activities, meeting members, interacting with the different stakeholders were her biggest priorities and a responsibility she never avoided or shunned.

She was my teacher who held my hand and helped me grow as a human being. She truly imbibed the virtues of humility, kindness and tenderness.

Like a true shepherd who never leaves their flock, Homai guided and steered all her Governing Councils to make the right decisions and to stand by them. After all a wise man has rightly said that a leader is the one who knows the way, goes the way and shows the way. We will always be indebted to Homai for having given us this great platform

in IASAP to meet and interact with our fraternity. We lost our beloved Homai on 15 September 2020 but we will always have her legacy and an association in IASAP that we can truly call our own.

A big thank you to Homi, Niloufer, Hushedar and the family members for sharing Homai with us. For Homai we can truly say that: A life well lived is measured by those moments when you give of yourself, more

than you think you can give. Rest in peace dear Homai, words cannot explain the vacuum that you have left.

FROM NATASHA MAVALVALA, PRESIDENT AND CHERYL MATHEW, PERMANENT ASA COORDINATOR, DSSP

“Dear Edna, On behalf of the Distinguished Secretaries Society of Pakistan, we offer our deepest condolences on the passing of Mrs Homai Mehta, President Emeritus and Founding member of IASAP. Homai was instrumental in steadfastly steering The Indian Chapter with wisdom and foresight. She forged strong bonds both locally and internationally. Her legacy will continue for time immemorial.

We honour her legacy and mourn her loss alongside her family and friends.”

FROM VIRGINIA P. ELBINIAS, FOUNDING PRESIDENT – ASA

Dear Edna, I deeply grieve with you for the passing of Homai Mehta, Founder of IASAP. She has established a legacy for which each one of you in the membership is responsible to keep alive and active.

IASAP has grown over the years after Homai planted the seed. While other associations have dwindled, IASAP has incredibly not only increased, but has widened its coverage. You certainly make Homai rest in peace knowing that her work is not in vain with all of you, officers and members alike, working together to make IASAP an organization all over big India.

Homai Mehta, trained and exposed to education, shared her knowledge and skills with everyone who needed them. She was a soul-giving person, soft spoken with a will of quiet steel. Her legacy will live forever. It is your challenge to keep that legacy alive and continuing.



Homai with iconic JRD Tata

J R D was an Indian businessman and aviation pioneer who created India's first airline and oversaw the dramatic expansion of the Tata Group, India's largest industrial empire.

Hair's my Thoughts

Liana Janis Lobo, Member of the DSSP

Oh, the desire to have that perfectly preened and primed hair daily! Let's face it, fortnightly visits to a salon for a professionally washed and styled hair is impossible; and if you could, a hot, humid weather won't let it last long. Fortunately, or unfortunately, I leave that for you to decide. Karachi experiences summer for most months of the year, making it imperative to know how to manage one's own hair.

Inspired by hairstylist (Late) Pham Dung, I took on a professional Hair Sculpting course and have been practicing since the last 8 years. The memories of sitting in Pham's salon chair, watching him sculpt my hair - *every visit a new style* - etched in my mind for life. Concentrating more on how he styled the cut, keeping note of the product, tools and sectioning he used to coiffeur my hair and then heading (straight from his salon) to purchase the items required to achieve the same style. Taking an hour or more at first and later half an hour to achieve the style, which meant waking much earlier to get to work on time, but I so loved the various haircuts Pham gave me that it would be a dishonour not to maintain it.

I constantly receive haircare queries from my clients and would like to share the basic ways any or all of us can manage our hair. So, hair me out and hope it will be of benefit.

Hair Wash Frequency:

A daily hair wash strips away natural oils and proteins required to keep hair and scalp healthy. Over-washing can damage hair that has been chemically treated, be it dyes, bleach or straightening procedures. Limit hair washing to three times a week if you can, massaging the scalp using gentle circular motions to lift all residue as well as to stimulate the cells for blood circulation.



Hair may be sculpted from the top stylist in town, but it will be vain if not maintained.

A Good Shampoo:

A product that may work for my curly hair may not suit another's curly hair, hence I never recommend a brand. Curly hair requires a hydrating shampoo. Fine hair requires one to avoid oils like argon, olive and coconut, as these will weigh it down. Prone to greasy hair, try a little dry shampoo in between washes to soak up the excess oil. To maintain that gorgeous new hue, freshly dyed hair should be washed after 72 hours since it could take up to three days for the hair cuticle to fully close, trapping in the colour molecules. Using colour care shampoos prolongs the life of the hue. Detangling shampoos or dry shampoos work best for coarse curly hair. Overusing dry shampoo will clog the hair follicles and cause build-up on the scalp.

Conditioner Importance:

Conditioning is a step not to be missed. Towel drying or gently squeezing out the excess water after shampooing and then applying conditioner, mid-length to ends helps the conditioner penetrate the hair shafts and deliver the necessary moisture to keep hair looking healthy and shiny. The best time to detangle your knotted tresses is when conditioner is applied; use a wide toothed comb or your fingers in a raking motion to open out those stubborn knots. For detangling always start at then ends. working your way up. Remember to thoroughly wash out the conditioner unless it is a leave-in one.



Hair Protection:

While more emphasis is given to heat protectants, sun damage should also be considered. Heat protectants with UV protectants or UV protectants on its own in the form of oil, mist, leave-in conditioners, sprays are available, pick the one that works for your hair type. Keeping your hair covered at peak sun hours with a scarf/dupatta/hat could help in a

minor way. Avoid frequent use of heated tools viz. straighteners, hair dryers, etc.

Maintaining a haircut:

Hair may be sculpted from the top stylist in town, but it will be vain if not maintained. Not a mere advice to my clients, but I guide them how to section and style their own hair. The easiest way being to flip the head upside-down, blow dry while running a paddle brush through the hair, moving the dryer close behind the brush right to the ends till the hair is completely dry. Several products line the shelves in stores that promise to prolong the life of the style, choose one wisely. Multitasking your hairstyle by wearing it differently each day will prevent the frequent use of hot tools.

NATURAL HAIR MASKS

Coconut Oil + Cinnamon Hair Mask (for Hair Growth)



Mix well 1 tablespoon of coconut oil with 1 teaspoon of cinnamon powder. Using fingertips massage into the scalp. Tie hair up and cover with a shower cap

or a towel and let it sit for 30-45 mins. Shampoo and condition as usual. The mask is most effective if used once a week.

Coconut oil retains moisture. Loaded with fatty acids it penetrates the hair more deeply leading to beautiful soft, silky hair, preventing breakage. Cinnamon stimulates circulation to the scalp, improving blood flow to the hair follicles. Its antimicrobial properties help hair grow, helps with dandruff, hair loss, and strengthens your

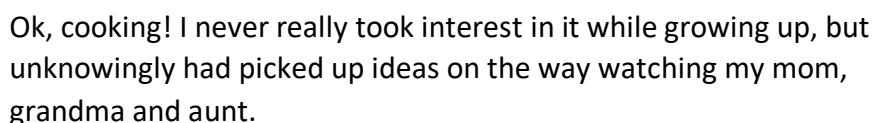
Banana, Yogurt + Honey Hair Mask (for Frizzy Hair)

Blend 1 banana, 2 tablespoons yoghurt, 1 tablespoon honey well and apply to damp hair from roots to tips. Cover hair with a shower cap for 30-45 mins. Shampoo and condition as usual.



Bananas are full of natural oils, potassium, carbohydrates, and vitamins, all of which help lock in moisture and eliminate frizz. Yoghurt has high levels of lactic acid, which helps treat dull and damaged hair. Honey contains plenty of vitamins, minerals, amino acids, and antioxidants, which adds shine to even the dullest of hair.

Says our Member Emily Dias



My interest in cooking started when I got married. I would collect recipes and try out a new dish for my family, which incidentally was enjoyed by them. I soon realized that I could put food on the table that tasted good and not kill anyone!!

Anyway, because of Internet, anyone can easily access food recipes of different regions and cook the food that one prefers. Well through my journey of life, I have learnt to cook a decent meal. "Expert", definitely not, but an acceptable cook, yes!

I learn new ways every day of my life and that's the joy. I enjoy cooking for others and get my ratings from them. With time, I have come to realize that anyone can cook: it only takes a bit of interest, little common sense **and a whole lot of love.** "Either cook from the heart or don't cook at all", that's my motto.

Ladies, feel free to share your recipes or other food interests, for all of us to enjoy.

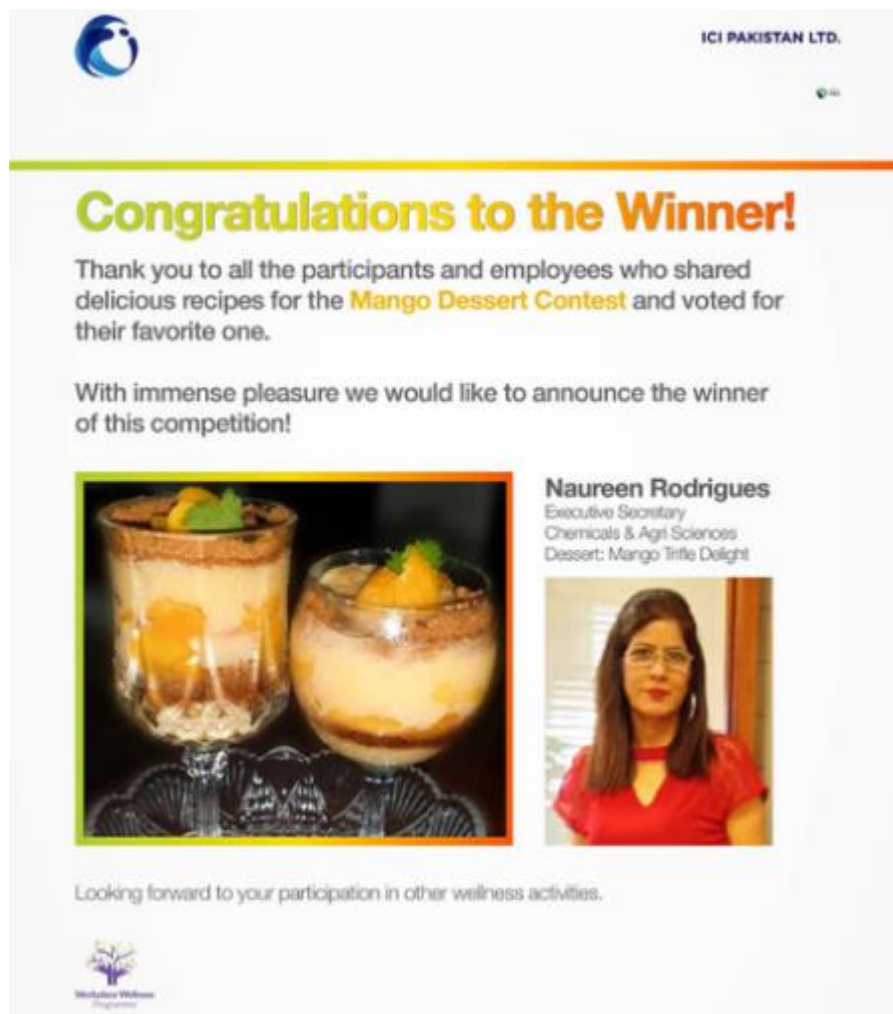
Here are a few cooking tips I have learnt along the way and am happy to share. In the next issue will share some recipes.

1. Always keep your kitchen clean and clutter free, it helps to ease your mind into cooking.
 2. **It does not matter what we cook, what really matters is the balance in taste. So, take care of the spices and mostly the salt. If too much or too less can put a person off the best of foods.**
 3. If there is excess salt, peel a potato and put in your curry it will absorb the salt.
 4. When cooking rice always use a bigger cooking pot so the rice can swell to its fullest.
 5. To prolong the life of your spices, keep them in a cool, dark place. I prefer in the fridge.
 6. For your green chillies to last long, wash them remove the stem dry and store in a container lined with paper towel and place in the fridge.
 7. **The key to tender and flavourful cooking mostly tough foods e.g. roast, barbecue etc is on a low flame.**
 8. When peeling a lot of garlic, separate them, soak them in normal water for about half hour the skin will be easier to remove.
 9. If you want your tomatoes to not spoil wash, dice and blend it with a little salt and a tablespoon of vinegar and refrigerate for use in your everyday cooking.
 10. **Squeeze a few lemons and store its juice in the fridge it helps to put a dash of lemon on your cooked eggs and meats to give that extra flavour.**
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From discovering cooking to winning cooking contest

DSSP's Secretary Naureen Rodrigues' journey



THE WINNING ENTRY: Mango Trifle Delight

Ingredients

- One Mango
- Mango Custard Powder 2 TBSP
- Milk in two portions
 - ¼ cup
 - 1 cup
- Sugar 2 TBSP – depending on your taste
- Half roll of candy biscuits

Method

- Mix ¼ of milk with 2 TBSP of mango custard powder and keep it aside.
- Boil one cup of milk in a pan. Add 2 tbsp of sugar to the boiling milk along with the custard powder mixture
- Keep stirring until it thickens
- Remove from the stove and let it cool
- Take half roll of candy biscuits, put them in a freezer bag and crush with a rolling pin into crumbs
- Pour the slightly cold custard into a glass bowl spreading it evenly
- Add half biscuits crumbs and spread it in the same manner
- Then add mango chunks
- Sprinkle the rest of the biscuits crumbs into the corners of the glass bowl.

Keep in in freezer and served cold. Enjoy the mango trifle delight.

DSSP Members' Fun filled trip to Nagarparkar- Sindh: November 21-22, 2020

Emily Dias and Cheryl Mathew share a photo journey



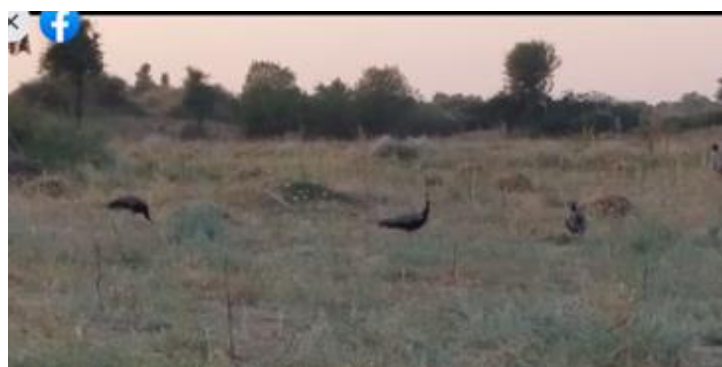
DSSP members: From left: Liana Lobo, Emily Dias, Marie Anna Croning, Clara D'Souza, Cheryl Mathew, Denise D'Mello



And the entire group



The hilly terrain



Peacocks in the field



A herd of camels



and a herd of bullocks



Bhodesar Mosque 1436 AD



Jain Temple



Rampir Mandir (temple)



Hanuman Temple



Village woman with Cheryl



A village home



Marvi Museum



A musician at play



A rock from the granite hills



Kalidas Dam

(Credit for above two photos: Denise D'Mello)

Clara, Marieanna and Denise join in with their comments

CLARA: Took a trip to Nagarparkar this weekend with a group of friends. The journey started off with full on *masti mazak* and a whole lot of fun. A very well-organized trip by Bukhari Travels, from the beginning to the end everything was well planned, the food, accommodation and site seeing tours.

Nagarparkar is the farthest town on the south-eastern tip of Sindh, it holds its importance for many reasons. Among other things this town is near the Indian border and is home to the remains of some of the oldest Jain temples in Pakistan. Nagarpark is located at the foot of the Karoonjhar Hills and is made-up of pink granite which surrounds the town. The area has sand dunes, sand valleys, springs and a rocky belt while the remaining part is an arid sandy desert.

We visited Bhodesar Mosque, which was constructed in 1436 by Mahmud Begada, the most prominent Sultan of Gujarat. We also visited a Jain Temple - local's call it the 'Bazaar temple', which was constructed in the 13th century.

Karoonjhar Mountains, is the gateway to pink granite mountains and hills. **The Marvi Cultural Centre is dedicated to a folk legend called Marvi who was immortalized because of her strong-will and determination to spurn a King's advances because of her love for her homeland. She is remembered today as one of the bravest women in Sindhi history.** We also got a chance to see and experience the Kalidas Dam and village life. The villagers are all very hard working but welcoming, however poverty is very visible. Despite being an important yet small town, there's no place to look out for souvenirs or handicrafts.

Overall, we all had a wonderful weekend, away from the regular routine and city's hustle bustle with good friends and hope to have many more such trips in the future as well.

MARIEANNA: After planning and getting a group of friends together. We finally set off for our little adventure early morning on Saturday 20th November 2020. We decided to use the services of Bukhari travels and it was a good decision as the trip was well planned. **The Kohli resort was well maintained and comfortable and we enjoyed the bonfire, barbeque and live music with masti-mazak and dancing.** Visited a few sites enroute and had a glimpse into the village life too. The poverty was visible but the people all had welcoming smiles.

All in all, it was a wonderful weekend break from routine and a fun and memorable trip.

DENISE: Took a leap of faith on my birthday weekend to travel during mid-pandemic in order to relieve some stress the lockdown and COVID-19 has caused.... I finally got the opportunity to visit Nagarparkar, which can rightly be described as the last town in Southern Pakistan – thanks to Bukhari travels. **The distance from Karachi to Nagarparkar is approximately 500 km across the Thar Desert and pierces into the Indian states of Gujrat and Rajasthan along the rather deserted sections of the Pakistan-India border.**

In those 2 days on the road, there was ample opportunity for me to get a bird's eye-view of the most densely populated desert of the world from the window of the coaster!

It was such a fun trip with the people we actually know and are comfortable with, which made it even better! The laughs and giggles on funny jokes will not be forgotten for a very long time.

Nagarparkar is a city filled with hardworking people who smile beautifully and hold pure hearts! A must visit!

5 Types of People to Surround Yourself with



The inspired



The motivated



The open-minded



The passionate



The grateful