OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) BIHAR PATNA

O.O. No. Trg.&Exam./eLM/113/2022-23/C- **569**   Date: 23.03.2023

OFFICE ORDER

As per headquarters letter No. 297/Staff(Disc.1)/03-2021 dated 3.2.2023 an e-learning Module (eLM) on 'Prevention of Sexual Harassment of Women at Workplace' has been prepared and hosted on SAI Training Portal(https://training.cag.gov.in/Lms_Login.aspx). The e-learning Module on 'Prevention of Sexual Harassment of Women at Workplace' is a self -learning module. An instruction manual of the eLM is enclosed herewith in soft format for better understanding of the learners.

A certificate will be generated on completion of this training module. The completion certificate generated on successful completion of the eLM needs to be collected for records and reference. This training needs to be completed by all officers/officials of this office.

All the wings/sectors Incharge are requested to give wider publicity and ensure the completion of this training by 30.6.2023. The consolidated list of certificate generated on successful completion of the eLM needs to be sent to training & exam section in the first week of July 2023.

This issues with the approval of Accountant General (Audit).

Sd/-

Dy. Accountant General (Admn.)

Copy forwarded for information and necessary action:

1. **Secretariat of the AG (Audit).**
2. **Secretariat of DAG (Admn.)**
3. **All Controlling Branch Officers**
4. **SAO (Hq.) of all AMGs and Sections for wider circulation.**
5. **SAO/AMS with the request to circulate this order amongst all officers/officials of this office.**
6. **Noticeboard**

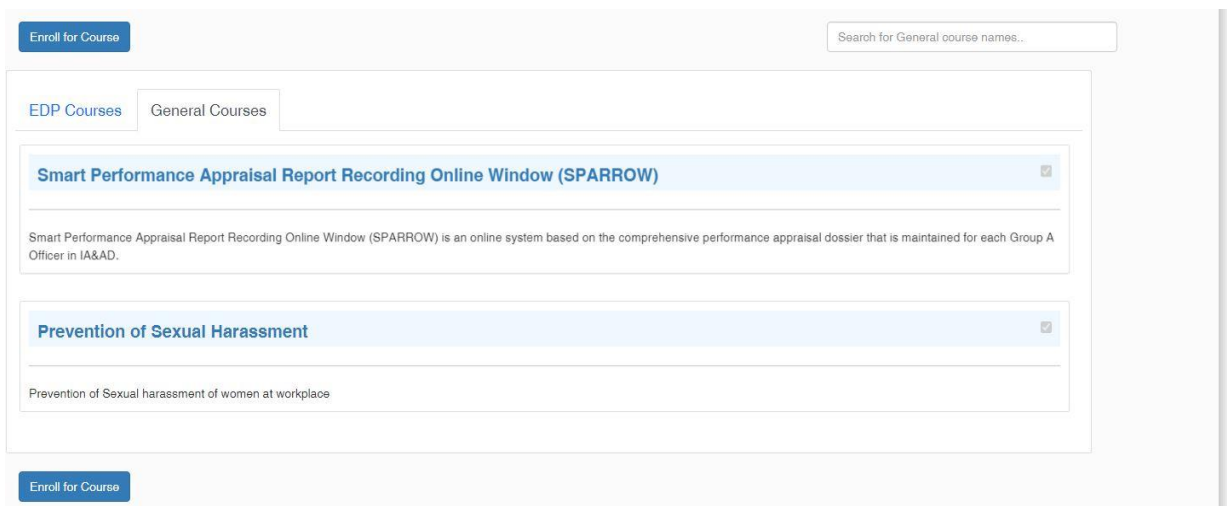**Sr. Audit Officer (Trg. & exam.)**

INSTRUCTION MANUAL FOR eLM
on
"Prevention of Sexual Harassment of Women at Workplace"

1. **Login to Learning Management System (LMS) of SAI :** The Learner can login to LMS portal (https://training.cag.gov.in/Lms_Login.aspx) by entering their email id and password.

2. **Enrollment of eLM :**

   The learner needs to enrol for the ELM under the "General Courses" tab, by clicking on tick mark of "Prevention of sexual harassment of women at workplace", and then press "Enroll for course" tab.

3. Main Menu of the e-Learning Module:

The Main menu consists of Introduction, 3 segments, and end-course evaluation, with brief description of each segment.

Course Detail

Prevention of Sexual Harassment
Prevention of Sexual harassment of women at workplace

Modules

Introduction of the e-Learning Module

Welcome and Introduction to the e-Learning Module.
It consists of an overview, objective & segments of e-learning Module.

Segment 1: Brief History & Background of Sexual Harassment Laws in India

Brief description of the concepts of Gender Inequality & Sensitivity, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace.

Segment 2: Basic Concepts & Issues of Sexual Harassment

Understanding basic concepts and issues of Sexual Harassment. i.e. important definitions, forms & examples, effects of Sexual Harassment, Myths & realities etc.

Segment 3: Prevention, Prohibition & Redressal of Sexual Harassment of Women at Workplace

This segment consists of prevention & prohibition tips of Sexual Harassment at workplace, complaint mechanism, basic features & functioning of Internal Complaint Committee.

End-course Evaluation

Prevention of Sexual Harassment

Prevention of Sexual harassment of women at workplace

4. **Module exam:** Based on the understanding of each segment, there is a module exam consisting of 4 multiple-choice questions. (total 12 questions in 3 segments). The learner needs to complete each segment, after undertaking module exam and then to proceed to next segment.

Module Detail

Segment 1: Brief History & Background of Sexual Harassment Laws in India
Brief description of the concepts of Gender Inequality & Sensitivity, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace.

Topics

Brief history and background

Brief history and background of sexual harassment laws in India

Module Exam

Segment 1: Brief History & Background of Sexual Harassment Laws in India

Brief description of the concepts of Gender Inequality & Sensitivity, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace.

End-course Evaluation

Introduction of the e-Learning Module
Welcome and Introduction to the e-Learning Module.
It consists of an overview, objective & segments of e-learning Module.

Question 1. What is the purpose of this module?

Your answer is Correct!

- A. Equip IAAD staff with awareness on sexual harassment
- B. Help in reporting of sexual harassment at workplace
- ● C. Both A and B
- D. None of these

[First] [Previous] [Retake Exam] [Next] [Last]

Questions

Q 1   Q 2

Your Score

2 / 2

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5. **End-course evaluation Test:**
   After the completion of all the segments of the eLM, the learner has to undertake an end-course evaluation test, consisting of 30 MCQs. This evaluation test is mandatory for the completion of eLM and issue of Certificate of completion.

Evaluation

Prevention of Sexual Harassment
Prevention of Sexual harassment of women at workplace

Question 1. Which of the following comments/remarks are gender-biased?

Your answer is Correct!

- A. Making an undue concession as "Oh it's alright you are a girl";
- B. Passing a remark "girls aren't good with numbers" even though she is as good or bad as her male colleagues.
- C. Passing a character remark on a promotion "these women have it easy"
- ● D. All of the above.

[First] [Previous] [Next] [Last]

[Back]

Questions

Q 1	Q 2
Q 3	Q 4
Q 5	Q 6
Q 7	Q 8
Q 9	Q 10
Q 11	Q 12
Q 13	Q 14
Q 15	Q 16
Q 17	Q 18

Your Score

18 / 18

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6. **Course Completion Certificate:**
   If the learner satisfied the evaluation criteria and passes the end-course evaluation test, then the ELM course completion certificate is issued to the learner. The learner can take printout of the certificate.

भारत के नियंत्रक एवं महालेखापरीक्षक
COMPTROLLER AND AUDITOR GENERAL OF INDIA
साई शिक्षा प्रबंधन प्रणाली
SAI Learning Management System

प्रमाणित किया जाता है कि अंतर्राष्ट्रीय सूचना प्रणाली तथा लेखापरीक्षा केंद्र के **श्री पीयूष तिवारी** , सहायक लेखापरीक्षा अधिकारी ने शिक्षा प्रबंधन प्रणाली द्वारा आयोजित Prevention of Sexual Harassment प्रशिक्षण में भाग लिया।

Certified that **Shri Piyush tiwari** , Assistant Audit Officer of the Office of the INTERNATIONAL CENTRE FOR INFORMATION SYSTEMS AND AUDIT has successfully completed the training on Prevention of Sexual Harassment through Learning Management System

दिनांक / Date: 21-11-2022

Principal Director
प्रधान निदेशक

7. **eLM Feedback form:**

The learner can submit the eLM course feedback in the form with ratings from 0 to 5.

Course Feedback

The objectives of the course were met
| Select |

Topics covered were relevant
| Select |

Coverage of topics was adequate
| Select |

Sequencing of the topics was appropriate
| Select |

Extent of learning
| Select |

The objectives of the course were clearly defined
| Select |

Grade your level of satisfaction with this course
| Select |

Overall Feedback

Save   Cancel