

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), गुजरात, राजकोट

संख्या: Admn/Aud/ CCS (Cond) Rules/Vol.II/

परिपत्र संख्या :- 03 दिनांक 10.04.2023

As per HQrs letter No. 297/Staff Disc-I/ 03-2021, dated 03.02.2023, The e-LM on 'Prevention of Sexual Harassment of Women at Workplace, which is a self-learning module, has been prepared by iCISA and has been hosted on the SAI Training Portal.

All officials are requested to ensure the completion of the eLM on Sexual Harassment of Women at Workplace.

The process for the Completion of e-LM is as under:

- 1) The Learner can login to LMS Portal (https://training.cag.gov.in/Lms_Login.aspx) by entering their SAI Portal Login ID and Password.
- 2) The learner needs to enroll for the eLM under the "General Course" tab, by clicking on tick mark of "Prevention of Sexual Harassment of Women at Workplace", and then press "Enroll for course" tab.
- 3) The main menu consists of Introduction, 3 segments, and end course evaluation, with brief descriptions of each segment.
- 4) Based on the understanding of each segment, there is a module exam consisting of 4 MCQ question. The learner needs to complete each segment, after undertaking module exam and then to proceed to next segment.
- 5) After the completion of all segments of the eLM, the learner must 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.
- 6) Learner has to satisfy the evaluation criteria and has to pass the end-course evaluation test, then after the eLM course completion certificate is issued to the learner. The learner can take printout of the certificate.
- 7) The learner can submit the eLM course feedback in the form with ratings from 0 to 5.

All Staff Members are directed to submit the Completion Certificate of eLM Sexual Harassment of Women at Workplace to Admin Section latest by 30.06.2023.

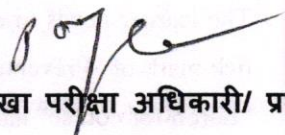
(प्राधिकार : प्रधान महालेखाकार के आदेश दिनांक 06-04-2023)

सलग्न यथोपरि


वरि. लेखापरीक्षा अधिकारी / प्रशासन

प्रतिलिपि:-

- 1) Secretary to Pr. Accountant General
- 2) Sr. PS to Pr. Accountant General
- 3) PA to Sr. Deputy Accountant General/ Admn
- 4) PA to Deputy Accountant General/AMG-I
- 5) PA to Deputy Accountant General/ AMG-II
- 6) PA to Deputy Accountant General/ AMG-III
- 7) Circular File
- 8) EDP Cell (for uploading on the office website)
- 9) All the staff members (Through CAG Email)
- 10) Extra (including Notice Board)

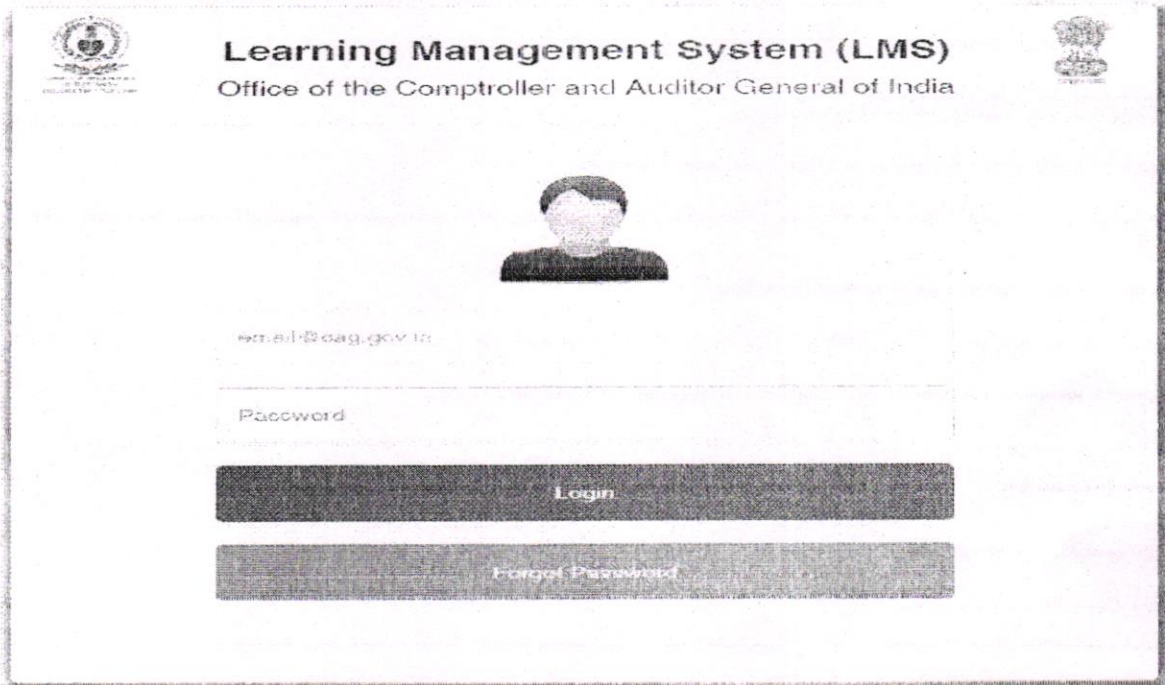

वरि. लेखा परीक्षा अधिकारी/ प्रशासन

INSTRUCTION MANUAL FOR eLM

on

“Prevention of Sexual Harassment of Women at Workplace”

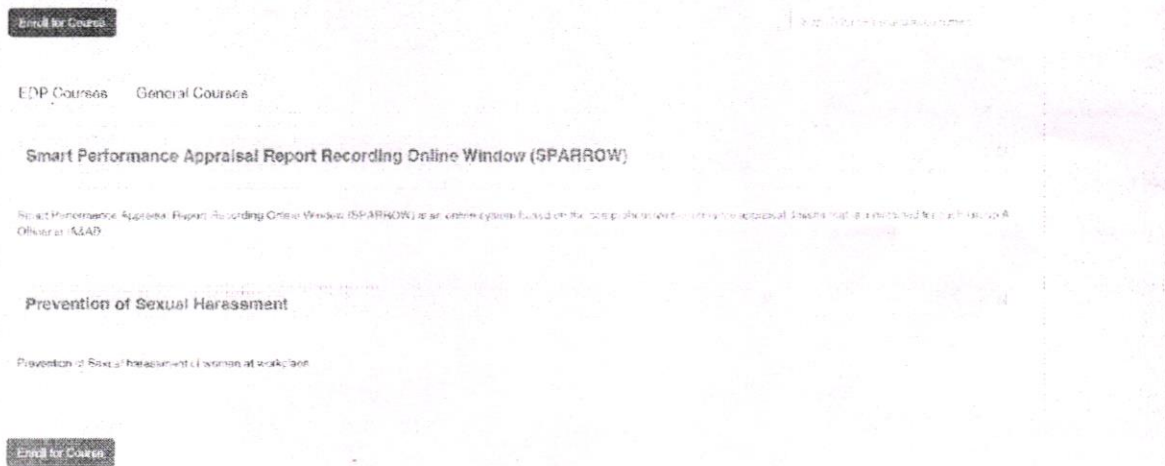
1. **Login to Learning Management System (LMS) of SAI :** The Learner can login to LMS portal (https://training.cag.gov.in/Lms_Login.aspx) by entering their email id and password.



The screenshot shows the LMS login interface. At the top, it reads "Learning Management System (LMS) Office of the Comptroller and Auditor General of India". Below this is a user profile icon. The main area contains two input fields: "Email ID (cag.gov.in)" and "Password". At the bottom of the form are two buttons: "Login" and "Forgot 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.



The screenshot displays the course enrollment page. At the top, there are two buttons: "Enroll for Courses" and "My Courses". Below this, there are two tabs: "EDP Courses" and "General Courses". Under "General Courses", there is a list of courses. The course "Prevention of Sexual Harassment" has a tick mark next to it. Below the course list, there is a description for "Smart Performance Appraisal Report Recording Online Window (SPARROW)". At the bottom of the page, there is an "Enroll for Courses" button.

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, including definitions, forms & premises, effects of Sexual Harassment, Myths & realities etc.

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

The scope of prevention & prohibition of Sexual Harassment, workplace complaint mechanism, Victim Support & 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

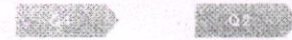
Brief description of the concepts of Gender Inequality & Sensitivity, Global Initiatives to prevent Sexual Harassment and National Level Landmarks in the Prevention of Sexual Harassment at Workplace.

End-course Evaluation

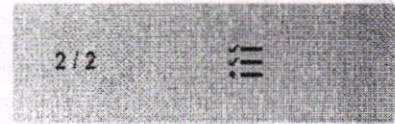
Introduction of the e-Learning Module

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

Questions



Your Score



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



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

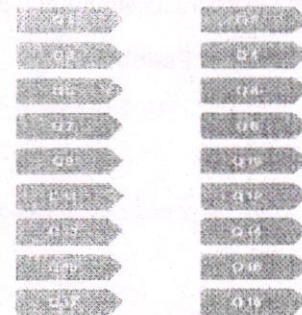
Question 1. Which of the following comment/remarks are gender-biased?

Your answer is Correct

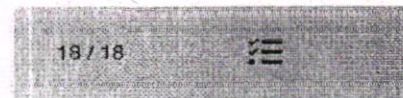
- A. Making an undue possession as "Oh it's alright you are a girl".
- B. Passing a remark "girls aren't good with numbers" even though she is as good or bad as her male colleagues.
- C. Passing a character remark on a promotion "These women have it easy"
- D. All of the above.



Questions

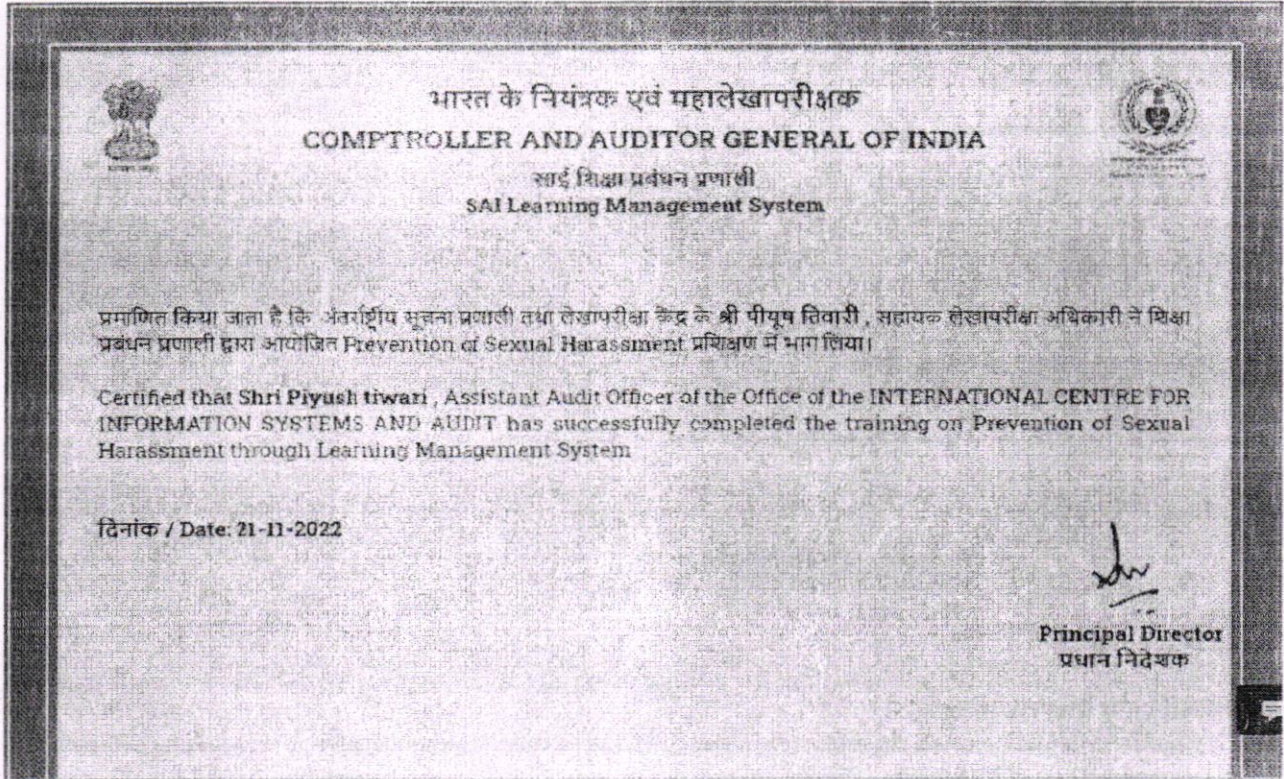


Your Score



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.



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