

## ★ Policy Management Features

### ➤ Admin Portal Features -

#### Authentication

- Login
- Logout

#### Department Management

- Add Department
- View Department
- Edit Department
- Delete Department
- Assign Policy to Department
- View Assigned Policy to Department

#### Employee Management

- Add Employee
- View Employee
- Edit Employee
- Delete Employee

#### Policy Management

- Add Policy
- View Policy
- Edit Policy
- Delete Policy
- Assign Policy to Employee
- View Assigned Policy

### **MCQ Management**

- Add MCQ based on policy
- View MCQ
- Edit MCQ
- Delete MCQ

### **Marks Management**

- View Passing Marks
- Edit Passing Marks
- Delete Passing Marks

### **Reports and Visibility**

- Visibility Reports (which employee has seen, not seen, passed, failed policies)
- Detailed employee performance reports

## **Employee Panel Features**

### **Authentication**

- Login
- Logout

### **Policy Access**

- Get Assigned Policies
- Get Department-wise Assigned Policies
- View Policy Details

### **Quiz and Certification**

- Take Quiz Tests on Policies
- After Passing, Digital Signature on Certificate
- Download/Print Certificate