

# Department & Head Assignment Flow Documentation

This document describes the recommended logic and user experience (UX) for managing departments, instructors, and department heads in the college management system.

---

## Overview

Each department must have a **Head of Department (HOD)**. However, the HOD must be an instructor **already assigned to that department**.

To avoid confusing the Admin or forcing them to remember steps, the system should guide the process smoothly.

---

## Main Workflow

### 1. Create Department

- Admin enters:
- Department Name
- Description (optional)
- Head of Department → **Disabled** (no instructors yet)

#### UI Message:

"لا يمكن تعيين رئيس القسم حتى يتم إضافة أعضاء هيئة التدريس للقسم"

---

### 2. Add Instructors to Department

When adding an instructor, the Admin chooses which department they belong to.

No actions required regarding HOD yet.

---

## Smart System Behavior

### 3. When a Department Reaches Required Number of Instructors

You can choose one of two behaviors depending on system strictness.

---



## Option A: Recommended (Flexible UX)

When the department gets **1 or more instructors** (or a custom number like 3):

### Show Popup / Notification:

"هل ترغبين في تعيين رئيس للقسم الآن؟ X. تم إضافة أعضاء هيئة تدريس لقسم"

### Buttons:

- **Assign Now** → Opens a modal containing a dropdown of instructors in that department.
- **Later** → Dismisses popup without forcing the action.

This option gives flexibility while still reminding the Admin.

---



## Option B: Strict (Forced Modal)

When the department reaches a **specific instructor count** (e.g., 3 instructors):

### Show a Mandatory Modal (cannot be closed):

"لأن به الآن عدد كافٍ من أعضاء هيئة X لا يمكن إكمال العملية قبل تعيين رئيس قسم لقسم"  
التدريس."

### Required Action:

Admin must pick one instructor from the dropdown.

Only after selecting the HOD can they continue using the system.

---

## Validation Rules

### 1. Head of Department must be from the same department.

If Admin tries to assign a random instructor:

**Error:** "رئيس القسم يجب أن يكون من أعضاء هيئة التدريس في نفس القسم."

### 2. Cannot assign HOD when department has no instructors.

Dropdown should remain disabled.

### 3. If instructor is removed from department and they were HOD → must select a new HOD.

---

# Profile Name Editing Rules

## Admin

- تعديل اسمه بحرية لأنه جزء من بيانات البروفايل الشخصية Admin يمكن لا.

## Instructors

- بدون مشكلة (Display Name) يمكنهم تعديل اسم العرض.
- Admin لو الاسم يُستخدم في تقارير أو وثائق رسمية، يُفضل طلب موافقة.

## Students

- يمكنهم تعديل اسم العرض.
- قبل التغيير Admin المستخدم في الشهادات أو التقارير: يتطلب موافقة **Official Name**.

## Best Practice

- **Display Name:** يمكن تغييره بحرية.
- **Username/Email:** يُفضل عدم تغييره.
- **Official Name:** Approval تغييره محدود وقد يتطلب.

---

## Summary

This flow ensures: - Logical and consistent data. - Smooth UX without depending on Admin memory. - Automatic guidance when the right time comes.

System either **reminds politely** or **enforces strictly**, depending on business rules.