

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.
- لو الاسم يستخدم في تقارير أو وثائق رسمية، يفضل طلب موافقة Admin.

Students

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

Best Practice

- يمكن تغييره بحرية.
- يفضل عدم تغييره.
- Official Name: تغييره محدود وقد يتطلب Approval.

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.