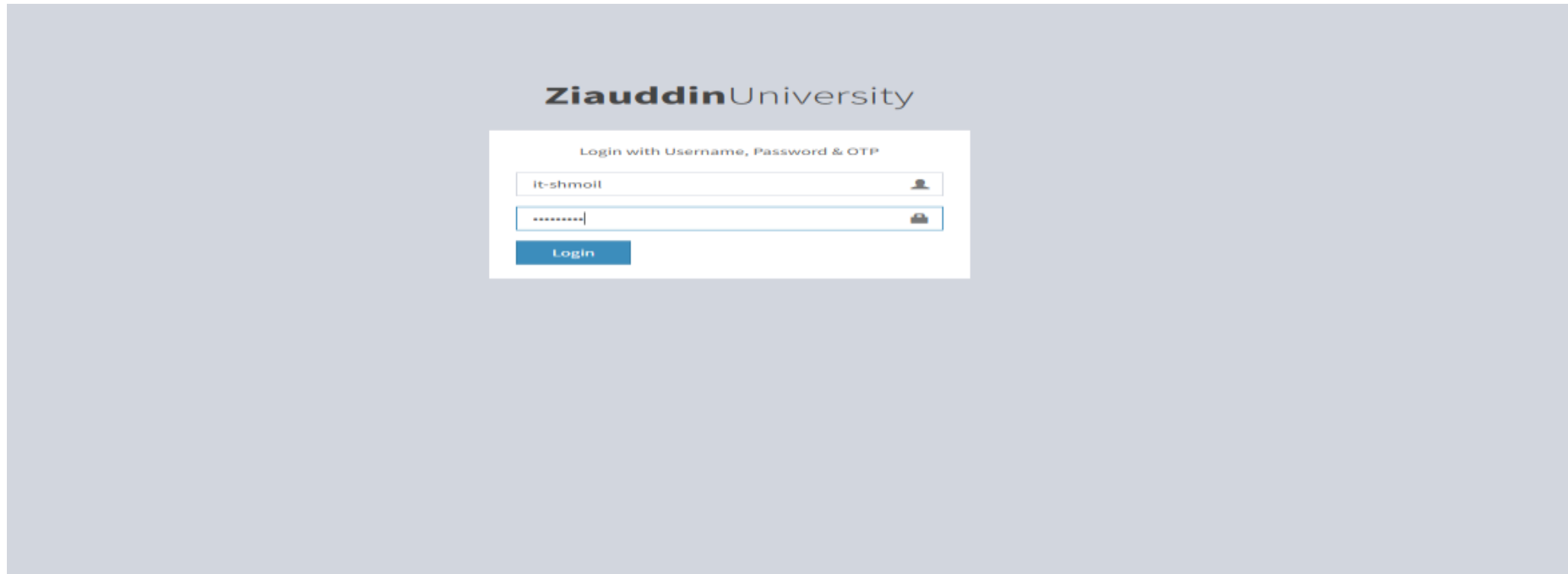


# **Tutorial for Adding Budget for Visiting Faculty**

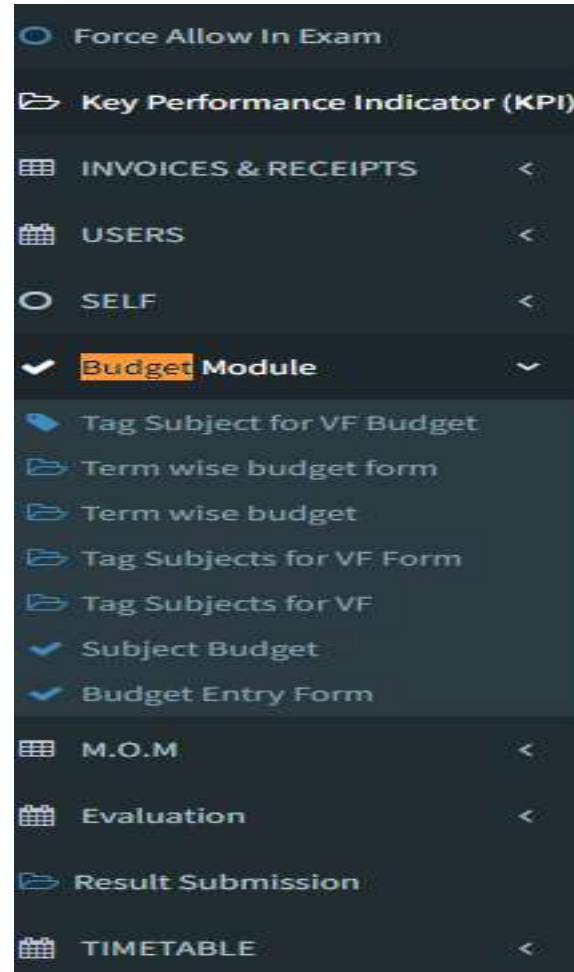
# Steps for Adding Visiting Budget

- Login into the University Portal Using ID and Password.



The screenshot shows the login interface for Ziauddin University. At the top, the text "ZiauddinUniversity" is displayed. Below it, the instruction "Login with Username, Password & OTP" is centered. There are two input fields: the first contains the username "it-shmoll" and has a user icon on the right; the second contains a masked password "\*\*\*\*\*" and has a key icon on the right. A blue "Login" button is positioned below the password field.

- Look for the menu named “Tag Subject for VF”.



- Using this Form add Subjects that will be taught by Visiting Faculty.

### Add Subjects For Visiting Faculty

**Select Term** 2024-2025 **Select Term** Spring-25 **Select Program** BS SOFTWARE ENGINEERING TECHNOLOGY

**Select Subject**

\* AGILE SOFTWARE DEVELOPMENT (LAB)(SE-453L)(10942) \* ARTIFICIAL INTELLIGENCE (LAB)(CS-235L)(8967)

**Logged in User**

SHMOIL HASSAN

Save

1. Now add budget for the subjects that are tagged for Visiting Faculty through budget entry form.
2. If budget is already added it can be edited only before budget approval, after approved budget cannot be edited.
3. Form has two sections, 1. [Already Budgeted Subjects](#) (this section shows subjects whose budget is already entered.),2. [Non-Budgeted Subjects](#) (this section shows subjects whose budget is not entered.)
4. The fields to be filled are the range of the VF per hour Rate, Faculty Rate, Subject Budgeted amount, additional amount (if any) and Type of currency PKR for local faculty and \$(dollar) for foreign faculty.

**Visiting Faculty Budget Form**

**Select Year**

**Select Term**

**Select Course**

Sr.#	Subject	Credit Hours	Contact Hours	VF Rate Range	Faculty Rate	Budget Amount	Additional Amount	Currency	Action
Already Budgeted Subjects									
Non-Budgeted Subjects									
1	Research Methodology	3	48	Select... ▼				PKR ▼	<span style="background-color: #00695c; color: white; padding: 2px 5px;">+</span>
2	Epidemiology	3	48	Select... ▼				PKR ▼	<span style="background-color: #00695c; color: white; padding: 2px 5px;">+</span>
3	Biostatistics	3	48	Select... ▼				PKR ▼	<span style="background-color: #00695c; color: white; padding: 2px 5px;">+</span>
4	Applications of Molecular Biology in Disease	3	48	Select... ▼				PKR ▼	<span style="background-color: #00695c; color: white; padding: 2px 5px;">+</span>

**Select Status**

**Logged in User**

Save

- If a subject has multiple sessions, then session can be added by clicking the Plus button on the right corner of every row.

### Visiting Faculty Budget Form

**Select Year**

**Select Term**

**Select Course**

Sr.#	Subject	Credit Hours	Contact Hours	VF Rate Range	Faculty Rate	Budget Amount	Additional Amount	Currency	Action
Already Budgeted Subjects									
Non-Budgeted Subjects									
1	Research Methodology	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PKR <input type="text"/>	<span style="background-color: #4caf50; color: white; border-radius: 50%; padding: 2px 5px;">+</span>
1	Research Methodology	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="background-color: #f44336; color: white; border-radius: 50%; padding: 2px 5px;">-</span>
1	Research Methodology	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="background-color: #f44336; color: white; border-radius: 50%; padding: 2px 5px;">-</span>
2	Epidemiology	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PKR <input type="text"/>	<span style="background-color: #4caf50; color: white; border-radius: 50%; padding: 2px 5px;">+</span>
3	Biostatistics	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PKR <input type="text"/>	<span style="background-color: #4caf50; color: white; border-radius: 50%; padding: 2px 5px;">+</span>
4	Applications of Molecular Biology in Disease	<input type="text" value="3"/>	<input type="text" value="48"/>	<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PKR <input type="text"/>	<span style="background-color: #4caf50; color: white; border-radius: 50%; padding: 2px 5px;">+</span>

**Select Status**

**Logged in User**

- Already added budget will appear with pre filled values like below.
- Form will be available for edit before the budget approval only.

Visiting Faculty Budget Form									
Select Year		Select Term		Select Course					
2024-2025		Fall-25		BACHELOR OF STUDIES IN MEDICAL TECHNOLOGY					
Sr.#	Subject	Credit Hours	Contact Hours	VF Rate Range	Faculty Rate	Budget Amount	Additional Amount	Currency	Action
Already Budgeted Subjects									
1	VASCULAR ULTRASOUND - II (THEORY)	1	16	1500-19	1800	29000		PKR	+
2	VASCULAR ULTRASOUND - II (THEORY)	1	16	4500-75	3600	58000		PKR	+
3	BASIC NUCLEAR CARDIOLOGY (PRACTICAL)	0	0	1500-19	1700	54400		PKR	+
4	BASIC NON-VASCULAR INTERVENTIONAL RADIOLOGY PROCEDURES (THEORY)	2	32	1500-19	1700	54400		PKR	+
5	BASIC NON-VASCULAR INTERVENTIONAL RADIOLOGY PROCEDURES (PRACTICAL)	0	0	1500-19	1700	27200		PKR	+
6	BASIC COAGULATION (THEORY)	2	32	1500-19	1700	54400		PKR	+
7	BASIC COAGULATION (PRACTICAL)	0	0	1500-19	1700	54400		PKR	+
8	BASIC CLINICAL CHEMISTRY - II (PRACTICAL)	0	0	1500-19	1700	54400		PKR	+
9	BASIC CLINICAL CHEMISTRY - II (THEORY)	2	32	1500-19	1700	27200		PKR	+

# Quick Summary

1. **First Login the portal using given credentials.**
2. **Look for the Budget Module in the sidebar.**
3. **In the module look for “Tag Subject for VF”.**
4. **First select subjects that will be taught by visiting faculty.**
5. **Now, look for budget entry form in the same Budget Module.**
6. **In the Budget Menu Form select Year , Term & Program, then a list will appear of the subjects that are tagged to be taught by visiting faculty in this term.**
7. **In the list select VF rate range, enter VF rate then budget amount and enter additional amount if any in the given field.**
8. **If a subject has multiple sessions, add more sessions using the + button at the right corner of every row.**
9. **Once the rates and all fields are filled proceed to save the budget.**
10. **The budget can be edited until it is not approved. Once approved budget of any subject cannot be edited.**
11. **IF any confusion or any inconvenience occur , feel free to contact the IT team.**

**Thank You**