

Guidelines for the Use of Audio-visual Equipment

Dean's Office – Faculty of Allied Health Sciences (FAHS), University of Peradeniya

The audio-visual (AV) equipment available in the Dean's Office, Faculty of Allied Health Sciences, constitutes government property, procured using government funds. Accordingly, the following guidelines are issued to ensure the proper, safe, and accountable use of such equipment when lent to other divisions for Faculty or University events.

1. General Principles

- 1.1. The lending of AV equipment for outside events will be considered on a case-by-case basis, subject to availability and prior approval.
- 1.2. All equipment must be handled responsibly, ensuring its safety, proper use, and timely return.
- 1.3. The equipment shall not be used for any unauthorised purpose, personal use, or external events unrelated to the Faculty/University.

2. Authorised Use and Supervision

- 2.1. Only Faculty staff are authorised to handle and operate the equipment.
- 2.2. Students are strictly prohibited from operating the equipment unless under the direct supervision of Faculty staff.
- 2.3. The staff member borrowing the equipment shall be fully responsible for its safety, appropriate operation, and return in good working condition.

3. Procedure for Borrowing

- 3.1. Requests for equipment must be submitted in advance (at least 3 days prior to the event) to the Dean's Office, clearly stating:
 - The purpose of use.
 - The date, time, and venue of the event.
 - The staff member responsible.
- 3.2. Approval will be granted subject to availability and the nature of the event.
- 3.3. A formal record shall be maintained in the Dean's Office, noting the details of the borrowing and return of each item.

4. Use Outside the Faculty Premises

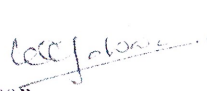
- 4.1. If equipment is to be taken outside the Faculty premises, the procedure of issuing a **Gate Pass** must be strictly followed.
- 4.2. The staff member taking responsibility shall ensure safe transport and security of the equipment.
- 4.3. The equipment must be returned to the Faculty immediately after the event, and its condition verified.

5. Care, Maintenance, and Accountability

- 5.1. Equipment must be used only for its intended technical purpose and in accordance with operational guidelines.
- 5.2. Borrowing staff are expected to exercise due care and ensure safe handling, storage, and transport.
- 5.3. Any malfunction, damage, or loss must be reported immediately to the Dean's Office.
- 5.4. The borrowing department/ office/ unit and the responsible staff member may be held accountable for costs arising from damage or loss due to negligence or misuse.

6. Government Property Considerations

- 6.1. As the AV equipment was purchased using government funds, it is considered government property.
- 6.2. Strict compliance with these guidelines is required to uphold accountability and proper stewardship of public resources.


Dean
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