

Faculty of Allied Health Sciences - University of Peradeniya
Guidelines and Security Protocol for the Movement of Inventory Items

1. Purpose

The purpose of these guidelines is to establish a clear and standard procedure governing the movement of inventory items, including furniture, equipment, and other non-consumable assets, within the Faculty, between departments, and outside the Faculty premises. These guidelines ensure accountability, security, and the proper authorisation of all such movements.

2. Scope

These guidelines apply to all **academic, administrative, and non-academic staff**, as well as **students** of the Faculty of Allied Health Sciences (FAHS), University of Peradeniya.

They cover:

- Movements **between departments or offices** within the Faculty.
- Movements **outside the Faculty premises**.
- Movements **after official working hours** (where exceptional approval is required).

3. General Principles

1. **Accountability:** Every item must remain traceable and documented through proper authorisation.
2. **Security:** No item shall be removed from the Faculty without a duly approved Gate Pass.
3. **Transparency:** Written or electronic requests must precede any transfer of assets.
4. **Restriction:** Taking any item outside the Faculty after working hours is strictly prohibited unless prior special approval is obtained.
5. **Responsibility:** The person to whom the item is issued bears full responsibility for its safe handling, return, and condition.

4. Movement Within the Faculty (Between Departments or Offices)

4.1 Staff Requests

- Staff members intending to move any inventory item within the faculty (e.g., between lecture halls, departments, laboratories, or offices) must send an official email request to the Head of the Department or Head of the Office concerned, clearly stating:
 - Description and identification of the item (inventory number, serial number, etc.)
 - Reason for movement
 - Location from and to which the item is to be moved
 - Expected duration (temporary or permanent)
- The inventory holder of the specific asset must verify availability in the inventory records and provide written or email authorisation from the relevant Head before movement.

4.2 Students' Requests

- Students may not move any inventory item without written approval.
- A formal letter of request must be submitted through the relevant staff authority associated with the activity (for example, the Senior Treasurer of the student society or the academic staff adviser of a student committee) to the Head of the Department or relevant Office.
- Upon approval, the students will be responsible for ensuring the safe handling and return of the item.

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5. Movement Outside the Faculty Premises

1. **No item may be taken outside the Faculty premises without a duly authorised Gate Pass** (Annexure I).
2. A **formal written request** must be submitted by the staff member (or the staff authority supervising the student activity) to the **Head of the Department** or **Head of Office concerned**, specifying:
 - Description of the item(s)
 - Purpose of taking the item outside the Faculty
 - Destination and expected return date
 - Name and designation of the person responsible for the item

Such requests must be made at least one week prior to the scheduled event or intended date of use, to allow adequate time for processing, verification, and approval.

3. Upon approval, the **Gate Pass Forms (02)** shall be issued by the relevant office or laboratory with the signature of the relevant head. (*Annexure I*)
4. A copy of the approved Gate Pass must be handed over to the **Security Division** at the Faculty entrance before removal, with a copy of the initial request.
5. The Security Officer shall verify the Gate Pass and maintain a **Gate Pass Log Book** recording the details of all items taken outside the Faculty.
6. The item must be returned by the date indicated, and the return must be duly acknowledged by the Security Division and the relevant department.

6. Movement After Working Hours

- Taking any inventory item outside the Faculty premises **after official working hours is strictly prohibited**.
- In unavoidable and urgent circumstances, the staff member concerned must obtain **written special permission** from the **Dean**, clearly justifying the urgency and specifying the intended time, route, and responsible officer.
- The Security Division must be informed in advance, and a designated Security Officer shall record the movement in the **After-Hours Movement Register**.
- Such movements must always be accompanied by an authorised staff member.

7. Security Protocol

7.1. Verification and Documentation

- No item shall be moved without appropriate authorisation and supporting documents (email, letter, or Gate Pass).
- All Gate Passes must be serially numbered and retained for audit and inspection.

7.2. Condition Check

- The condition of the item should be checked prior to and after movement, and discrepancies or damages must be reported immediately to the Head of Department.

7.3. Access Control

- The Security Division shall not permit the removal of any item without a valid Gate Pass.
- Any attempt to remove items without authorisation shall be reported immediately to the Senior Assistant Registrar or Dean and the Chief Security Officer of the University.

7.4. Record Keeping and Audit

- Departments and offices shall maintain records of all movements of inventory items.
- The Faculty shall conduct periodic internal audits to verify compliance with these guidelines.

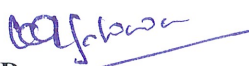
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8. Roles and Responsibilities

Category	Responsibilities
Staff Members	Submit written/email requests as appropriate; obtain necessary approvals; ensure the safe transport and return of items; retain copies of Gate Passes.
Students	Submit requests through authorised staff (e.g., Senior Treasurer or staff adviser); handle items responsibly; comply with return conditions.
Heads of Departments / Offices	Verify and approve requests; maintain inventory records. Approve inter-faculty or external movements; issue Gate Passes; notify Security Division; maintain faculty-level records.
Security Division	Verify Gate Passes; record and monitor all movements; report unauthorised attempts.

9. Remarks

- These guidelines are formulated in line with good asset management and security practices observed across universities, aligning with the principles of the University of Peradeniya and the University Grants Commission.
- All staff and students must strictly adhere to these procedures to ensure transparency and protection of university property.
- Non-compliance will be considered a disciplinary offence and dealt with in accordance with university regulations.



Dean

Faculty of Allied Health Sciences
University of Peradeniya

Dean
Faculty of Allied Health Sciences
University of Peradeniya
Peradeniya

Form 02 – Inventory Item Handover Form

UNIVERSITY OF PERADENIYA
FACULTY OF ALLIED HEALTH SCIENCES

INVENTORY ITEM HANDOVER FORM *(For Staff/ Department Events)*

Event Title / Purpose

Coordinator's Name

Designation

Department / Programme

Contact No. Email:

Date & Venue

Inventory Items Issued

Item Description	Quantity	Condition Before Use	Remarks

Conditions of Use

1. Items are issued **only for the approved event and time**.
2. All items must be **handled with care and used only for authorised purposes**.
3. Items must be **returned in good working order** immediately after use.
4. Any **loss or damage** must be reported to the Relevant Office / Department without delay.
5. The user shall be **liable for repair or replacement costs** for damaged

Declaration

I acknowledge receipt of the above inventory items in good condition and agree to the terms stated above. I accept full responsibility for their use and return.

Signature Date

Issued By Date

Returned and Checked By Date

Form 02 – Inventory Item Handover Form

UNIVERSITY OF PERADENIYA
FACULTY OF ALLIED HEALTH SCIENCES

INVENTORY ITEM HANDOVER FORM *(Student Use)*

Event Title / Purpose

Staff Coordinator's Name

Name of the student collecting
the inventory Item

Registration No.

Department / Programme

Contact No. Email:

Date & Venue

Inventory Items Issued

Item Description	Quantity	Condition Before Use	Remarks

Conditions of Use

1. Items are issued **only for the approved event and time**.
2. All items must be **handled with care and used only for authorised purposes**.
3. Items must be **returned in good working order** immediately after use.
4. Any **loss or damage** must be reported to the Faculty Office without delay.
5. The user shall be **liable for repair or replacement costs** for damaged or missing items.

Declaration

I acknowledge receipt of the above inventory items in good condition and agree to the terms stated above. I accept full responsibility for their use and return.

Signature of Coordinator Date

Signature of Staff Supervisor (if applicable) Date

Issued By Date

Returned and Checked By Date

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