

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/HRM/028
	Title: CASE PROCEEDINGS AND CHARGE SHEET	
	Department: HUMAN RESOURCE MANAGEMENT	
	Issue No. 2	Revision No. 0

NAME:

P/F No.

S/N	ACTIVITY	REMARKS
1.	<p>Introduction: The Chairperson of the Staff Disciplinary Committee will lead the accused in answering the following questions:</p> <p>Name:</p> <p>Staff Number:</p> <p>Designation:</p> <p>Department/ Directorate:</p> <p>Length of Service at TUM:</p> <p>Age:</p> <p>Marital Status:</p> <p>No. of Children (if any):</p> <p>Current Postal Address:</p> <p>Mobile No.</p> <p>Email Address:</p>	



2.	Reading of charges to the accused:	
3.	Plea taking: The Chairperson leads the accused into taking a plea of true or not true.	
4.	Interrogation of the accused: The Chairperson leads the other Committee Members in interrogating the accused on the allegations leveled against him.	
5.	Examination of the witnesses (if any) by the Committee members: Examining the witnesses in the presence of the accused.	
6.	Cross-examination of the witnesses (if any) by the accused: Allocating time to the accused to cross-examine the witnesses.	
7.	Re-examination of the witness (if any) by the Committee members: In case the Committee members need any clarification on the testimonies of the witnesses, they will be allowed to re-examine the witness.	
8.	Defense of the accused: Give the accused an opportunity to give his/her defense (if he/she has any witnesses, he/she can call them.)	



9.	Closing submission: Allow the employee/ Trade Union representative to submit a closing defense statement.	
10.	Case conclusion: Allow the accused to leave the room and communicate the decision to the accused in writing within the stipulated time in accordance with TUM policy, Service Delivery Charter and relevant Collective Bargaining Agreement.	
11.	Verdict: Each member of the Staff Disciplinary Committee gives his/her verdict on the case.	

PARTICULARS OF THE STAFF DISCIPLINARY COMMITTEE MEMBER:

Name:

Designation:

Signed: Date:

