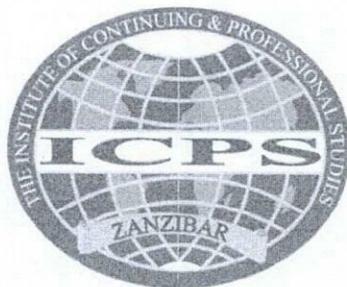


INSTITUTE OF CONTINUING AND PROFESSIONAL STUDIES



NATIONAL TECHNICAL AWARDS

Reg No. ICPS/DRAM/13-0021

Average GPA 4.6

It is hereby certified that

Mwanaisha Bakar Aman

has been awarded

Ordinary Diploma in Records and Archives Management

after having fulfilled all requirement for NTA Level 6

Issued this 19th day of March in the year 2016

Saidi Biale

Principal

Grifiaj Mshimba

Chairperson
Of the Institution's Board



Serial No. **01054**



**INSTITUTE OF CONTINUING AND PROFESSIONAL STUDIES
ZANZIBAR
ACADEMIC TRANSCRIPT**



The Management of Institute of Continuing and Professional Studies has approved the following results for the
ORDINARY DIPLOMA IN RECORDS & ARCHIVES MANAGEMENT awarded to : **MWANAISHA BAKAR AMAN** Reg No: ICPS/DRAM/13-0021

GENDER: FEMALE



FIRST SEMESTER

SECOND SEMESTER

CODE	SUBJECT	GRADE	CODE	SUBJECT	GRADE
CS 511	COMMUNICATION SKILLS	A	BM 521	INTRODUCTION TO STATISTICS	A
HR 512	PRINCIPLES & FUNCTIONS OF MANAGEMENT	A	RM 522	INTRODUCTION TO RECORDS MANAGEMENT	A
HR 513	OFFICE & ORGANIZATION MANAGEMENT	A	RM 523	CONSERVATION OF INFORMATION MATERIALS	A
HR 514	ORGANIZATION BEHAVIOUR	B+	RM 524	ACCESS TO RECORDS & ARCHIVES	A
IT 515	COMPUTER APPLICATION	A	RM 525	REGISTRY MANAGEMENT	A
DS 516	DEVELOPMENT STUDIES	A	RM 526	ARCHIVES MANAGEMENT	B+

GPA: 4.8

GPA: 4.8

THIRD SEMESTER

FOURTH SEMESTER

CODE	SUBJECT	GRADE	CODE	SUBJECT	GRADE
RM 611	LAND RECORDS MANAGEMENT	A	RM 621	RECORD RETENTION & DISPOSAL	B
RM 612	LEGAL RECORDS MANAGEMENT	A	RM 622	REPROGRAPHY	B
RM 613	ELECTRONIC RECORDS MANAGEMENT	A	IT 623	DATABASE MANAGEMENT	A
RM 614	MEDICAL RECORDS MANAGEMENT	A	IT 624	ADMINISTRATIVE HISTORY	B
RM 615	RESEARCH METHODOLOGY	A	RM 625	RESEARCH PAPER	A
FP 616	FIELD WORK PRACTICE	B+			

GPA:4.8

CGPA:4.6

Issued on July 02, 2015

CHIEF ACADEMIC OFFICER:



GPA: 3.8

CLASS OF AWARD: FIRST CLASS

PRINCIPAL

A: 75 -100 (Excellent) B+:70-74 (Very Good) B: 60-69 (Good) C:50 - 59 (Satisfactory) D: 40 – 49 (Marginal Fail) D: 0 – 39 (Absolute Fail)