



**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 : **AMEIR ABDULLA AMEIR**

**Reg No: ICPS/DRAM/14-0046**

**GENDER: MALE**

**FIRST SEMESTER**

**SECOND SEMESTER**

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

**GPA: 3.5**

**GPA:4.2**

**THIRD SEMESTER**

**FOURTH SEMESTER**

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

**GPA:3.2**

**CGPA:3.6**

Issued on July 21, 2016

CHIEF ACADEMIC OFFICER: .....



**GPA:3.4**

**CLASS OF AWARD: UPPER SECOND**

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)

# INSTITUTE OF CONTINUING AND PROFESSIONAL STUDIES



## NATIONAL TECHNICAL AWARDS

Reg No. ICPS/DRAM/14-0046

Average GPA 3.6

*It is hereby certified that*

**Ameir Abdulla Ameir**

has been awarded

***Ordinary Diploma in Records and Archives  
Management***

*after having fulfilled all requirement for NTA Level 6*

Issued this 21st day of May in the year 2017

*Sand. Abdulla*

Principal

*Or. J. M. Ishimba*

Chairperson  
Of the Institution's Board



Serial No. 01394