



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

GPA: 3.4

CGPA: 3.6

CLASS OF AWARD: UPPER SECOND

Issued on July 21, 2016

CHIEF ACADEMIC OFFICER:

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 G. Nkulu

Principal

Ongeip Mshimba

Chairperson
Of the Institution's Board



Serial No. **01394**