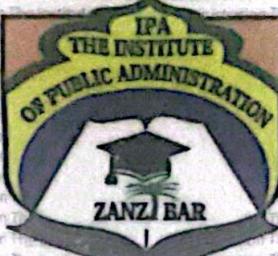


# THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

IPA/2015/DRM/0040



# Diploma

This is to certify that

FAUDHIA SAID SOLLY

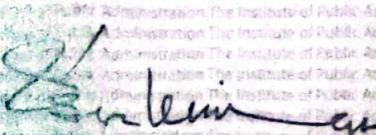
having completed the prescribed course of study  
and having passed the required examinations,

has been awarded a

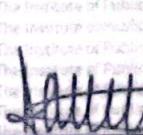
**DIPLOMA IN RECORDS AND ARCHIVES  
MANAGEMENT**

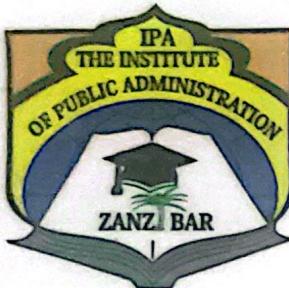
**UPPER SECOND CLASS**

From July 2013 to June 2015



Chairman of the  
Council

  
Director



# THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

## ACADEMIC TRANSCRIPT



The Management of Institute of Public Administration approved the following Results for  
Diploma In Records and Archives Management.

Name: FAUDHIA SAID SOLLY

Reg No: DP/IPA/193/RM.2013

ZANZIBAR

### FIRST SEMESTER: JULY, 2013 - DECEMBER, 2013

RMGT5101: PRINCIPLES AND FUNCTION OF MANAGEMENT	B+ PASS
RMGT5102: COMMUNICATION SKILLS	B+ PASS
RMGT5103: INTRODUCTION TO COMPUTER	A PASS
RMGT5104: MANAGEMENT INFORMATION SYSTEM	C PASS
RMGT5105: DEVELOPMENT STUDIES	B PASS
RMGT5106: INTRODUCTION TO RECORDS AND ARCHIVE MANAGEMENT	B+ PASS

### THIRD SEMESTER: JULY, 2014 - DECEMBER, 2014

RMGT6101: ELECTRONIC RECORDS MANAGEMENT	B+ PASS
RMGT6102: RECORDS MANAGEMENT IN ORGANIZATION	B PASS
RMGT6103: RECORDS RETENTION AND DISPOSAL SCHEDULE	B PASS
RMGT6104: DATABASE MANAGEMENT	A PASS
RMGT6105: ORGANIZATION BEHAVIOUR	C PASS
RMGT6106: RESEARCH METHODOLOGY	B PASS

### SECOND SEMESTER: JANUARY, 2014 - JUNE, 2014

RMGT5201: REGISTRY MANAGEMENT	B PASS
RMGT5202: MANAGING ARCHIVES	B+ PASS
RMGT5203: CONSERVATION OF INFORMATION MATERIALS	B+ PASS
RMGT5204: BASIC COMPUTER APPLICATION	A PASS
RMGT5205: BASIC QUANTITATIVE METHODS	A PASS
RMGT5206: ACCESS TO RECORDS AND ARCHIVES	B+ PASS
RMGT5207: FIELD PRACTISE	B+ PASS

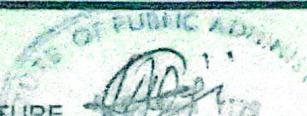
### SECOND SEMESTER: JANUARY, 2014 - JUNE, 2015

RMGT6201: LAND RECORDS	B+ PASS
RMGT6202: LEGAL RECORDS	B+ PASS
RMGT6203: MEDICAL RECORDS	A PASS
RMGT6204: BASELINE SURVEY AND RECORD MANAGEMENT	B PASS
RMGT6205: OFFICE MANAGEMENT	B+ PASS
RMGT6206: RESEARCH REPORT	B+ PASS

GPA

3.8 UPPER SECOND CLASS

REGISTRAR'S SIGNATURE



DATE: 10 / 08 / 2015

DIRECTOR'S SIGNATURE



Key to the Classification of Awards.

Grade	A	B+	B	C	F
Score Range	75-100%	70-74%	60-69%	50-59%	0-49%
Points	5.0	4.0	3.0	2.0	0.0
Definition	Excellent	Very Good	Good	Average	Failure

Overall GPA	
4.5 - 5.0	3.5 - 4.4
First Class	Upper Second Class
2.7 - 3.4	2.0 - 2.6
Lower Second Class	Pass
0 - 1.9	Fail

Key to the Grade of Examination Results.