

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,

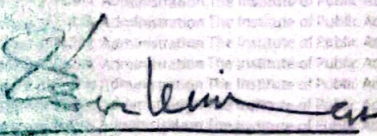
has been awarded a

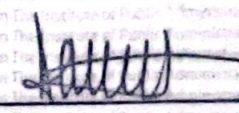
DIPLOMA IN RECORDS AND ARCHIVES

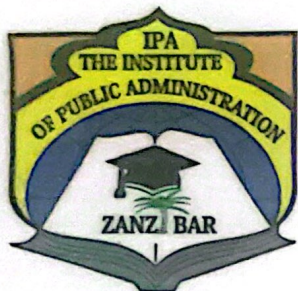
MANAGEMENT

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

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

FOURTH SEMESTER: JANUARY, 2015 - JUNE, 2015

RMGT6201: LAND RECORDS	B+ PASS
RMGT6202: LEGAL RECORDS	B+ PASS
RMGT6203: MEDICAL RECORDS	A PASS
RMGT6204: BASELINE SURVEY AND RECORDS 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 Grade of Examination Results.

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

Key to the Classification of Awards.

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