

# THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

## ACADEMIC TRANSCRIPT



This is to certify that the award holder whose details are specified below graduated Bachelor Degree in Records and Archives Management (NTA Level 8 Programme Accredited by the National Council for Technical Education)

### ARTS AND SOCIAL SCIENCE DEPARTMENT

Name of the Award Holder	Date of Birth	Gender	Reg Number	Date of Entry
<b>HOLE SULEIMAN ALI</b>	<b>Monday, February 14, 1994</b>	<b>Female</b>	<b>BA/IPA/40/RM.2021</b>	<b>2021/2022</b>

### First Year - First Semester 2021/2022

Code	Descriptions	Grade
RMU07101: COMMUNICATION SKILLS	B+	
RMU07102: PRINCIPLES OF RECORDS MANAGEMENT	A	
RMU07103: BUSINESS MATHEMATICS AND STATISTICS	A	
RMU07104: PRINCIPLES OF MANAGEMENT	B+	
RMU07105: FUNDAMENTALS OF ARCHIVES MANAGEMENT	A	
RMU07106: INFORMATION AND COMMUNICATION TECHNOLOGY	A	
<b>First Year - First Semester's GPA</b>	<b>4.7</b>	

### Second Year - First Semester 2022/2023

Code	Descriptions	Grade
RMU07313: LEGAL ASPECTS IN RECORDS MANAGEMENT	B+	
RMU07314: MANAGEMENT INFORMATION SYSTEM	A	
RMU07315: DATABASE MANAGEMENT	B+	
RMU07316: ELECTRONIC RECORDS MANAGEMENT	B+	
RMU07317: RESEARCH METHODOLOGY	A	
RMU07318: INFORMATION STORAGE AND RETRIEVAL	B	
<b>Second Year - First Semester's GPA</b>	<b>4.2</b>	

### Third Year - First Semester 2023/2024

Code	Descriptions	Grade
RMU08101: INFORMATION USER SERVICES	A	
RMU08102: COLLECTION MANAGEMENT AND DEVELOPMENT	B+	
RMU08103: LEGAL AND ETHICAL ISSUES IN RECORDS MANAGEMENT	B+	
RMU08104: FINANCIAL RECORDS MANAGEMENT	C	
RMU08105: PRINCIPLES OF KNOWLEDGE MANAGEMENT	C	
RMU08106: STRATEGIC PLANNING FOR RECORDS AND ARCHIVES SERVICES	B+	
<b>Third Year - First Semester's GPA</b>	<b>3.9</b>	

### Third Year - Second Semester 2024/2024

Code	Descriptions	Grade
RMU08207: MANAGEMENT AND SUPERVISORY SKILLS	C	
RMU08208: FUNDAMENTALS OF LIBRARY RECORDS MANAGEMENT	A	
RMU08209: PROMOTING RECORDS AND ARCHIVES SERVICES	B+	
RMU08210: MANAGEMENT OF HEALTH ARCHIVES	A	
RMU08211: MANAGEMENT OF MUSEUM AND ARCHAEOLOGICAL RECORDS	A	
RMU08212: RESEARCH PROJECT	A	
<b>Third Year - Second Semester's GPA</b>	<b>4.4</b>	

**Cumulative GPA** **4.4** **FIRST CLASS**

**DATE ISSUED: 05 / 09 / 2024**

THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR					
Academic, Research and Consultancy					
Transcript Serial No: <b>NTA Level 8 NTA8/0088/2024</b>					
Key to the Grade of Examination Results.					
<b>Grade</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Score Range</b>	70-100%	60-69%	50-59%	40-49%	35-39%
<b>Points</b>	5.0	4.0	3.0	2.0	1.0
<b>Definition</b>	Excellent	Very Good	Good	Average	Poor
<b>0-24%</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>Failure</b>

Key to the Classification of Awards.

	Overall GPA	
<b>4.4 - 5.0</b>	<b>3.5 - 4.3</b>	<b>2.7 - 3.4</b>
<b>First Class</b>	<b>Upper Second Class</b>	<b>Lower Second Class</b>



# THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

IPA/2024/NTA8/0088



## NATIONAL TECHNICAL AWARDS (NTA)

*It is hereby certified that*

**HOLE SULEIMAN ALI**

**Registration Number: BA/IPA/40/RM.2021**

*has been awarded by the Council on*

**29th September 2024 a**

**Bachelor Degree in Records and Archives Management**

*after having fulfilled all requirements for NTA Level 8*

**FIRST CLASS**

**Dr. Shaaban M. Suleiman**  
**Principal**



  
**Dr. Salum Rashid Mohamed**  
**Deputy Principal**  
**Academic, Research and**  
**Consultancy**