



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	Date of Completion
HOLE SULEIMAN ALI	Monday, February 14, 1994	Female	BA/IPA/40/RM.2021	2021/2022	August, 2024

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
First Year - First Semester's GPA		4.7

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
Second Year - First Semester's GPA		4.2

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		A
RMU08106: STRATEGIC PLANNING FOR RECORDS AND ARCHIVES SERVICES		B+
Third Year - First Semester's GPA		3.9

First Year - Second Semester 2022/2022

Code	Descriptions	Grade
RMU07207: INFORMATION SOURCES AND SERVICES		B+
RMU07208: CONSERVATION AND PRESERVATION OF RECORDS		B+
RMU07209: PRINCIPLES OF ENTREPRENEURSHIP		A
RMU07210: RECORDS APPRAISAL SYSTEMS		B+
RMU07211: ARCHIVAL MANAGEMENT PRINCIPLES AND TECHNIQUES		A
RMU07212: CUSTOMER CARE AND BUSINESS ETHICS		B+
First Year - Second Semester's GPA		4.3

Second Year - Second Semester 2023/2023

Code	Descriptions	Grade
RMU07419: LEGAL RECORDS MANAGEMENT		A
RMU07420: HEALTH RECORDS MANAGEMENT		A
RMU07421: CARE AND COLLECTIONS IN MUSEUMS		B+
RMU07422: LAND RECORDS MANAGEMENT		B+
RMU07423: FIELD PRACTICAL TRAINING		A
Second Year - Second Semester's GPA		4.6

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
Third Year - Second Semester's GPA		4.4

Cumulative GPA

4.4

FIRST CLASS

Academic, Research and Consultancy

Transcript Serial No: NTA Level 8 NTA8/0088/2024

DATE ISSUED: 05 / 09 / 2024



Key to the Grade of Examination Results.

Grade	A	B+	B	C	D	F
Score Range	70-100%	60-69%	50-59%	40-49%	35-39%	0-34%
Points	5.0	4.0	3.0	2.0	1.0	0.0
Definition	Excellent	Very Good	Good	Average	Poor	Failure

Key to the Classification of Awards.

Overall GPA	4.4 - 5.0	3.5 - 4.3	2.7 - 3.4	2.0 - 2.6
	First Class	Upper Second Class	Lower Second Class	Pass

**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

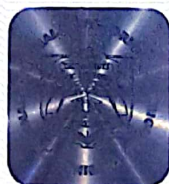
Bachelor Degree in Records and Archives Management

after having fulfilled all requirements for NTA Level 8

with

FIRST CLASS

**Dr. Shaaban M. Suleiman
Principal**



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