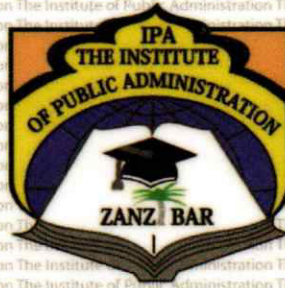


THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

IPA/2016/DSS/0014



Diploma

This is to certify that

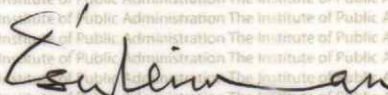
NURU WABIL NAUFAL

having completed the prescribed course of study
and having passed the required examinations,
has been awarded a

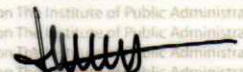
DIPLOMA IN SECRETARIAL STUDIES

LOWER SECOND CLASS

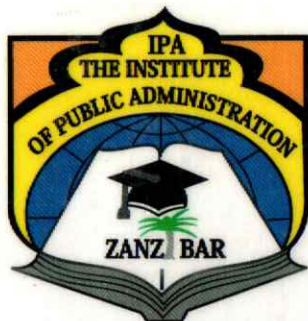
From July 2014 to June 2016



**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 Secretarial Studies.



Name: NURU WABIL NAUFAL

Reg No: DP/IPA/041/SS.2014

FIRST SEMESTER: JULY, 2014 - DECEMBER, 2014

SST5101:	TYPEWRITING STAGE I	A	PASS
SST5102:	COMPUTER APPLICATION I	B+	PASS
SST5103:	SHORTHAND THEORY	A	PASS
SST5104:	HATIMKATO NADHARIA	A	PASS
SST5105:	SECRETARIAL DUTIES	B	PASS
SST5106:	COMMUNICATION SKILLS	B	PASS

SECOND SEMESTER: JANUARY, 2015 - JUNE, 2015

SST5201:	TYPEWRITING STAGE II	A	PASS
SST5202:	SHORTHAND SPEED 80 WPM	C	PASS
SST5203:	HATIMKATO KASI 80 MKD	B	PASS
SST5204:	CUSTOMER CARE	C	PASS
SST5205:	OFFICE PRACTICE AND MANAGEMENT PROCEDURE	C	PASS
SST5206:	COMPUTER APPLICATION II	C	PASS
SST5207:	FIELD WORK PRACTICE	A	PASS

GPA

THIRD SEMESTER: JULY, 2015 - DECEMBER, 2015

SST5301:	TYPEWRITING STAGE III	B+	PASS
SST5302:	COMPUTER APPLICATION III	A	PASS
SST5303:	SHORTHAND SPEED 100 WPM	C	PASS
SST5304:	HATIMKATO KASI 100 MKD	C	PASS
SST5305:	MEETING LAW	C	PASS
SST5306:	RECORDS MANAGEMENT	A	PASS
SST5307:	RESEARCH METHODOLOGY	C	PASS

FOURTH SEMESTER: JANUARY, 2016 - JUNE, 2016

SST5401:	BOOK KEEPING	C	PASS
SST5402:	HUMAN RESOURCE	C	PASS
SST5403:	PUBLIC ADMINISTRATION	C	PASS
SST5404:	HUMAN RIGHTS AND GOOD GOVERNANCE	C	PASS
SST5405:	COMPUTER APPLICATION IV	A	PASS
SST5406:	RESEARCH REPORT	A	PASS

3.3 LOWER SECOND CLASS

REGISTRAR'S SIGNATURE

DATE: 10 / 08 / 2016

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