

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT I

The Institute of Public Administration

Lecturer : MWANAASHA MW. PANDU
R 6, R 1, R 2, R 3, R 4, R 7, R 8, R 9, R 10, R 11, R 12, R14, R15, R 5, R 13

	1 07:30 - 08:25	2 08:25 - 09:20	3 09:20 - 10:15	4 10:15 - 11:10	5 11:10 - 12:05	6 12:10 - 01:10	7 01:10 - 02:05	8 02:05 - 03:00	9 03:00 - 03:55	10 04:05 - 05:00
Mo		DRM I R 10 INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT MWANAASHA		DRM I R 10 INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT MWANAASHA	DIR II/DRM I R 1 COMMUNICATION SKILLS Mr: MATTAR					
Tu				DIR II/DRM HALL 2 COMMUNICATION SKILLS Mr: MATTAR	DIR II/DRM HALL 2 COMMUNICATION SKILLS Mr: MATTAR	DRM I/DEF II R 12 PRINCIPLES AND FUNCTION MANAGEMENT Ms: KAUYE	DRM I/DEF II R 12 PRINCIPLES AND FUNCTION MANAGEMENT Ms: KAUYE	DIR I/DRM I R 13 DEVELOPMENT STUDIES ABDULLA M	DIR I/DRM I R 13 DEVELOPMENT STUDIES ABDULLA M	
We		DIR I/DRM I R 11 DEVELOPMENT STUDIES ABDULLA M	DRM I/DHRM I HALL 1 MANAGEMENT INFORMATION SYSTEM MOHD A. ALI	DRM I/DHRM III R 10 MANAGEMENT INFORMATION SYSTEM MOHD A. ALI	DRM I LAB 2 INTRODUCTION TO COMPUTER Mr: Mussa	DRM I LAB 2 INTRODUCTION TO COMPUTER Mr: Mussa				
Th	DRM I LAB 1 INTRODUCTION TO COMPUTER Mr: Mussa	DRM I LAB 1 INTRODUCTION TO COMPUTER Mr: Mussa				DRM I/DHRM I HALL 2 MANAGEMENT INFORMATION SYSTEM MOHD A. ALI	DRM I/DHRM I HALL 2 MANAGEMENT INFORMATION SYSTEM MOHD A. ALI			
Fr	DRM I/DEF II R 11 PRINCIPLES AND FUNCTION MANAGEMENT Ms: KAUYE		DIR I/DRM I HALL 2 DEVELOPMENT STUDIES ABDULLA M			DRM I R 9 INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT MWANAASHA	DRM I R 9 INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT MWANAASHA			

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT II

Lecturer : HASSAN IDDI HASSAN

The Institute of Public Administration

R 6, R 1, R 2, R 3, R 4, R 7, R 8, R 9, R 10, R 11, R 12, R14, R15, R 5, R 13

	1 07:30 - 08:25	2 08:25 - 09:20	3 09:20 - 10:15	4 10:15 - 11:10	5 11:10 - 12:05	6 12:10 - 01:10	7 01:10 - 02:05	8 02:05 - 03:00	9 03:00 - 03:55	10 04:05 - 05:00
Mo	DRM II R14 CONSERVATION OF INFORMATION AND MAINTANANCE Mr: HASSAN I	DRM II R14 CONSERVATION OF INFORMATION AND MAINTANANCE Mr: HASSAN I	DRM II R15 MANAGING ARCHIVES MWANAASHA	DRM II R 2 ACCESS TO RECORDS AND ARCHIVES MDUNGI	DRM II R 2 ACCESS TO RECORDS AND ARCHIVES MDUNGI					
Tu	DRM II R 1 MANAGING ARCHIVES MWANAASHA	DRM II R15 ACCESS TO RECORDS AND ARCHIVES MDUNGI	DRM II R15 ACCESS TO RECORDS AND ARCHIVES MDUNGI		DRM II R15 REGISTRY MANAGEMENT Mr: HASSAN I					
We		DRM II R 8 REGISTRY MANAGEMENT Mr: HASSAN I	DRM II R14 MANAGING ARCHIVES MWANAASHA	DRM II R 1 MANAGING ARCHIVES MWANAASHA						
Th		DRM II R 12 BASIC QUANTITATIVE METHODS MUDATHIR	DRM II R 12 REGISTRY MANAGEMENT Mr: HASSAN I	DRM II LAB 1 BASIC COMPUTER APPLICATION MR: SULEIMAN J.	DRM II LAB 2 BASIC COMPUTER APPLICATION MR: SULEIMAN J.					
Fr	DRM II R 3 CONSERVATION OF INFORMATION AND MAINTANANCE Mr: HASSAN I	DRM II R 9 BASIC QUANTITATIVE METHODS MUDATHIR	DRM II R 6 BASIC QUANTITATIVE METHODS MUDATHIR				DRM II LAB 1 BASIC COMPUTER APPLICATION MR: SULEIMAN J.	DRM II LAB 1 BASIC COMPUTER APPLICATION MR: SULEIMAN J.		

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT

The Institute of Public Administration

Class teacher : HAJI MDUNGI HAJI
R 7, R 1, R 2, R 3, R 4, R 6, R 8, R 9, R 10, R 11, R 12, R14, R15, R 5, R 13

	1 07:30 - 08:25	2 08:25 - 09:20	3 09:20 - 10:15	4 10:15 - 11:10	5 11:10 - 12:05	6 12:10 - 01:10	7 01:10 - 02:05	8 02:05 - 03:00	9 03:00 - 03:55	10 04:05 - 05:00
Mo				DRM III/DHEM III HALL 2 ORGANISATION BEHAVIOUR Ms: KAUYE	DRM III/DHEM III HALL 2 ORGANISATION BEHAVIOUR Ms: KAUYE	DRM III R 5 DATABASE MANAGEMENT MR: SULEIMAN J.	DRM III R 2 DATABASE MANAGEMENT MR: SULEIMAN J.			
Tu		DRM III R14 RECORDS MANAGEMENT IN AN ORGANISATION MWANAASHA	DRM III R14 RECORDS MANAGEMENT IN AN ORGANISATION MWANAASHA	DRM III R 1 RECORDS RETANTION AND DISPOSAL SCHEDULE MDUNGI	DRM III R 1 RECORDS RETANTION AND DISPOSAL SCHEDULE MDUNGI		DRM III R 4 ELECTRONIC RECORDS MANAGEMENT Mr: HASSAN I	DIR III/DRM III/DPS III HALL 1 RESEARCH METHODOLOGY Mr: NASSIR	DIR III/DRM III/DPS III HALL 1 RESEARCH METHODOLOGY Mr: NASSIR	
We					DRM III R 2 ELECTRONIC RECORDS MANAGEMENT Mr: HASSAN I	DRM III R 9 DATABASE MANAGEMENT MR: SULEIMAN J.			DRM III R 3 RECORDS MANAGEMENT IN AN ORGANISATION MWANAASHA	DIR III/DRM III/DPS III HALL 1 RESEARCH METHODOLOGY Mr: NASSIR
Th				DRM III R 4 RECORDS MANAGEMENT IN AN ORGANISATION MWANAASHA	DRM III/DHEM III HALL 2 ORGANISATION BEHAVIOUR Ms: KAUYE					
Fr		DRM III DATABASE MANAGEMENT MR: SULEIMAN J.	DRM III R 8 ELECTRONIC RECORDS MANAGEMENT Mr: HASSAN I						DRM III R 7 RECORDS RETANTION AND DISPOSAL SCHEDULE MDUNGI	DRM III R 7 RECORDS RETANTION AND DISPOSAL SCHEDULE MDUNGI

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT IV

The Institute of Public Administration

Class teacher : MZEE JUMA HAJI
R 8, R 1, R 2, R 3, R 4, R 6, R 7, R 9, R 10, R 11, R 12, R14, R15, R 5, R 13

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Mo	DRM IV R 1 MEDICAL RECORDS Mr: MZEE	DRM IV R 8 MEDICAL RECORDS Mr: MZEE	DRM IV R 9 LEGAL RECORDS Mr: ALI J.	DRM IV R 3 LEGAL RECORDS Mr: ALI J.						
Tu	DRM IV R 11 LAND RECORDS Mr: MZEE	DRM IV R 12 LAND RECORDS Mr: MZEE	DRM IV R 5 LEGAL RECORDS Mr: ALI J.	DRM IV R 14 LEGAL RECORDS Mr: ALI J.			DBIT I/DRM IV HALL 2 OFFICE MANAGEMENT AND PRACTICE ZAKIA			
We			DRM IV R 1 LAND RECORDS Mr: MZEE	DRM IV R 11 LAND RECORDS Mr: MZEE						
Th	DRM IV R15 MEDICAL RECORDS Mr: MZEE	DRM IV R15 MEDICAL RECORDS Mr: MZEE	DRM IV R 8 BASELINE SURVEY AND RECORDS MANAGEMENT MDUNGI	DRM IV R 11 BASELINE SURVEY AND RECORDS MANAGEMENT MDUNGI	DBIT I/DRM IV HALL 1 OFFICE MANAGEMENT AND PRACTICE ZAKIA					
Fr	DRM IV R 8 BASELINE SURVEY AND RECORDS MANAGEMENT MDUNGI	DRM IV R 1 BASELINE SURVEY AND RECORDS MANAGEMENT MDUNGI		DBIT I/DRM IV HALL 1 OFFICE MANAGEMENT AND PRACTICE ZAKIA	DBIT I/DRM IV HALL 1 OFFICE MANAGEMENT AND PRACTICE ZAKIA					