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NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY  
FACULTY OF INFORMATION AND COMMUNICATION SCIENCE  
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT.

PRACTICES AND PROCEDURES IN THE MAINTAINANCE OF CURRENT STUDENT  
RECORDS AT THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY IN  
THE ADMISSIONS AND STUDENT RECORDS SECTION (ASR)

BY

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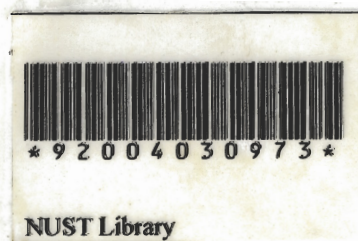
RECORDS AND ARCHIVES MANAGEMENT

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## **Abstract**

As essential practices and procedures in maintaining current records are the key to the efficient and effective management of student records, there is a need to consider that these practices are to be standardised and formalised to ensure efficiency and effectiveness. The ASR section is the department which is directly involved in the maintenance of current student records at NUST working as the registry section but is finding challenges in organising retrieving, appraising and maintaining these records. Related literature exposed that these challenges are caused by the absence of standard, principles and formalised procedures. A case study research methodology was employed in this study which allowed the researcher to particularly focus on the ASR section's practices and procedures in maintaining student records. The findings of this research were that there were no records management personnel to implement standardised and formalised system in maintaining student records. Recommendations were made for the university to employ professionally qualified records and archives management staff who will design standardised systems and ensure formal procedures are followed in maintaining effective student records. Recommendations were also made for the ASR section to document a procedures manual which should be used for training and orientation of staff to equip them with essential principles and procedure in maintaining student records. Seminars and meetings which facilitate a platform for discussion of the records management staff was recommended to enable the sharing of essential skills and ideas and ensure that all staff meet the required standards in maintaining student records.