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**Full-time
First-time
First-year**

**Full-time
Undergrad
(.)**

**Less Than
Full-time**

			Full-time First-time First-year	Full-time Undergrad (Incl. Fresh.)	Less Than Full-time Undergrad
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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. This is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. This includes both traditional manual methods and modern digital technologies.

3. The third part of the document describes the challenges and risks associated with data collection and analysis. These include issues such as data quality, privacy, and security.

4. The fourth part of the document provides recommendations and best practices for addressing these challenges and risks. This includes implementing robust data governance policies and procedures.



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