

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration or financial reporting. The text suggests that without reliable records, it becomes difficult to track progress, identify issues, and ensure that resources are being used effectively.

2. The second part of the document outlines the various methods and tools used for data collection and analysis. It mentions the use of surveys, interviews, and focus groups to gather qualitative data, as well as the application of statistical software for quantitative analysis. The author notes that while these methods provide valuable insights, they must be used carefully to avoid bias and ensure the reliability of the data. The text also touches upon the importance of data security and privacy, especially when dealing with sensitive information.

确认博士研究生导师名单

序号	一级学科	二级学科	姓名
1	信息与通信工程	通信与信息系统	尹浩
2		信息网络	李涛

主题词：研究生 导师 名单 通知

南京邮电大学研究生院

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