Name: Nisha A K
Designation: Data Analyst Intern
Department: Data Analytics and Product management

Process Document

Data Collection and Mapping

- **OBJECTIVE:**

  To collect and organize detailed data for Finolex Academy of Management & Technology, Ratnagiri. This includes mapping essential information into csv files for streamlined record-keeping and analysis.

- **OVERVIEW OF THE USE CASE:**

  This process involves collecting data about the colleges, including their infrastructure, faculty, and organizational structure. The data is categorised into two csv files:

  o **College Details:** Includes information about departments, exams, labs, contact information and students & employees count.
  o **Faculty Details:** Contains details of faculty members, their designations, email, phone number and reporting structures.

  The goal is to create a comprehensive repository that simplifies data management and ensures consistency for future use cases like resource allocation, academic planning, and decision-making.

  Those excel sheets are later imported in the zoho crm to create a account

- **INPUT SOURCES:**
  o **Zoho CRM**: To import the csv file to extract the accounts and contact details.
  o **College Administration Records:** Data on college contact information, departments, employees, facilities, and exam schedules.
  o **Faculty Directory:** Information on faculty members, including their contact details and reporting hierarchy.

- **OUTPUTS:**
  - **College Details Sheet:**
    - Contains structured data for:
      Account Name, Phone, Parent Account, Website, Account Type, Ownership, Industry, Employees, Annual Revenue, Billing Street, Shipping Street, Billing City, Shipping City, Billing State, Shipping State, Billing Code, Shipping Code, Billing Country, Shipping Country, Currency, Indian State, GSTIN Number, Sub Industry, Continent, Country List, Departments, Student count / Member count, Even Semester Start Date, Odd Semester Start Date, Even Semester End Date, Odd Semester End Date, Email, Software Infra Available, Hardware Infra Available, Lab Details, Program Offered, Skill Initiative / Center of Excellence, Intake of students department wise, Placement department wise

  - **Faculty Details Sheet:**
    - Includes fields for:

      First Name, Last Name, Account Name, Email, Title, Department, Phone, Mobile, Salutation, Role, Gender, Contact Role, Reporting To

ACTORS:

- **Data Analyst:** Responsible for data collection, verification, and structuring into Excel sheets.
- **College Administrators:** Provide access to relevant records and assist in clarifying discrepancies.
- **Technical Support Team:** Helps with any technical issues during the data collection or sheet preparation process.

- **For College Details Sheet:**
  - **Contains structured data for:**

  Account Name, Phone, Parent Account, Website, Account Type, Ownership, Industry, Employees, Annual Revenue, Billing Street, Shipping Street, Billing City, Shipping City, Billing State, Shipping State, Billing Code, Shipping Code, Billing Country, Shipping Country, Currency, Indian State, GSTIN Number, Sub Industry, Continent, Country List, Departments, Student count / Member count, Even Semester Start Date, Odd Semester Start Date, Even Semester End Date, Odd Semester End Date, Email, Software Infra Available, Hardware Infra Available, Lab Details, Program Offered, Skill Initiative / Center of Excellence, Intake of students department wise, Placement department wise.

- **For Faculty Details Sheet:** First Name, Last Name, Account Name, Email, Title, Department, Phone, Mobile, Salutation, Role, Gender, Contact Role, Reporting To.

- **DATA REQUIRED:**
  - **TOOL PERMISSIONS REQUIRED:**

  Zoho CRM Access:
  - **Excel/Spreadsheet Software:** Access to create and format structured sheets.
  - **College Database or Records Access:** Permissions to extract and verify required data.
  - **Zoho CRM:** To map the account module.