



**MATS**  
UNIVERSITY

NAAC  
GRADE **A+**  
ACCREDITED UNIVERSITY

# MATS CENTRE FOR DISTANCE & ONLINE EDUCATION

## Village Camp

Master of Social Work (MSW)  
Semester -2



**SELF LEARNING MATERIAL**



# ODLMSW - 206



## VILLAGE CAMP

MATS University

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# Social Work (M.S.W.)

- NOTES -

**Student's Name:** =  
**Address:** =  
**Enrollment Number:** =  
**Study Center Name and Address:** =  
**Institution Name and Address (Fieldwork location):** =  
**Fieldwork Supervisor's Name:** =  
**Submission Date:** =

VILLAGE CAMP

Student's Signature

Supervisor Signature

## Note:

1. It is mandatory for the student to fill this form by hand.
  2. The supervisor must have an M.A. in Social Work / M.S.W. qualification.
  3. Print on both sides of the paper for usage.
  4. The student must submit this form to their study center only.
-

# Block - 1

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## Community Organization in Village Camp

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### Unit-1 Objectives of Community Organization

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#### Structure

- 1.1 Introduction
- 1.2 Learning Outcome
- 1.3 Objectives of Community Organization Report
- 1.4 Summary
- 1.5 Exercises
- 1.6 References

---

#### 1.1 Introduction

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Community organization is a fundamental method of social work that involves uniting community members to identify their needs, address their issues, and mobilize resources for their welfare and development. It is a process that enables individuals and groups to work collectively towards common goals, fostering self-reliance and sustainable progress. Through this method, social workers facilitate participation, build leadership, and encourage collective problem-solving among community members.

Community organization plays a crucial role in addressing social injustices, reducing inequalities, and enhancing the quality of life for marginalized populations. It is an approach that focuses on long-term community empowerment rather than short-term assistance. By strengthening social cohesion and developing local capacities, this method ensures that communities can independently sustain and improve their living conditions over time.

In the first semester of the Master of Social Work (M.S.W.) program, students engage in community organization activities in village settings to gain practical insights into the dynamics of rural life, social structures, and participatory development. This fieldwork experience enables students to apply theoretical knowledge to real-world contexts, fostering their professional growth as social work practitioners. Through hands-on engagement, students develop essential skills such as communication, leadership, problem-solving, and conflict resolution, which are integral to their future roles in social work.

Note: As part of this initiative, a social worker visits urban, rural, tribal, or slum communities to understand their needs and problems. The objec-

tive is to assess how one can contribute to the betterment of the community while gaining practical experience in the field.

### 1.2 Learning Outcomes

1. Students will understand the role and structure of the Fieldwork Division in professional social work training.
2. Learners will develop skills in organizing, participating in, and reporting community-based activities.
3. Students will be able to prepare a comprehensive Community Organization Report reflecting professional understanding and ethical practice.

### 1.3 Objectives of Community Organization Report

#### Fieldwork Division

S. No.	Code and Subject	Work Component	Details	Work Days	Total Marks
3.	205- Village Comp	Community Organization	2 Community Organization Report (With any rural)	25	100
<b>Total</b>		<b>Fieldwork Duration</b>	<b>Total Work Days</b>	<b>25 Days</b>	<b>100 Marks</b>

The preparation of a community organization report serves multiple essential purposes. It not only acts as a documentation tool but also provides a structured analysis of the village community, the interventions carried out, and the lessons learned during the fieldwork experience. The primary objectives of preparing a community organization report include:

- **Documenting Observations, Interactions, and Activities Undertaken in the Village Camp:** A community organization report systematically records all activities, engagements, and interactions with the villagers. This includes surveys, meetings, focus group discussions, training programs, awareness campaigns, and interventions implemented during the village camp. By maintaining accurate documentation, social work students and professionals can track progress, measure impact, and refer to past experiences for future interventions.
- **Analyzing Social Issues, Resource Availability, and Institutional Support Within the Community:** The report critically examines the existing social challenges faced by the village community, including

economic hardships, health disparities, gender inequalities, education gaps, and social exclusion. Additionally, it assesses the availability of community resources such as local governance structures, self-help groups, non-governmental organizations (NGOs), healthcare facilities, and educational institutions. Understanding the existing framework of institutional support helps in designing appropriate and sustainable interventions.

- **Assessing the Effectiveness of Interventions and Participation Levels of Stakeholders:** A key component of the report is evaluating how well the interventions met the identified community needs. It considers various aspects such as participation levels of community members, engagement of local leaders, and collaboration with other stakeholders. By assessing effectiveness, social work students and practitioners can determine which approaches worked best and identify areas for improvement in future initiatives.
- **Recommending Strategies for Future Development Initiatives Based on Findings and Reflections:** Based on the assessment and evaluation, the report provides strategic recommendations for future community development initiatives. These recommendations may include policy suggestions, capacity-building measures, community empowerment programs, and proposals for sustainable development projects. By incorporating reflections on challenges faced and lessons learned, these recommendations ensure continuous progress in community organization efforts.
- **Enhancing Students' Analytical and Reporting Skills Essential for Professional Social Work Practice:** Preparing a detailed and well-structured report helps social work students develop essential skills such as data collection, critical thinking, problem analysis, and professional writing. These skills are crucial for their future roles as social workers, where they will be required to assess community needs, design interventions, and report findings effectively to various stakeholders, including government agencies, NGOs, and funding organizations.

By fulfilling these objectives, the community organization report becomes a valuable resource for both the student and the wider field of social work. It not only reflects the immediate impact of the village camp but also contributes to long-term planning and sustainable community development efforts.

## Check your progress

1. It strengthens collaboration between academic institutions and social agencies.

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### 1.4 Summary

The Fieldwork Division acts as the backbone of social work education, connecting classroom theories with community realities. It coordinates student placements in agencies and field settings. Through supervision and structured guidance, students develop professional and interpersonal skills. The division monitors the learning process through reports, evaluations, and feedback. It helps students explore social issues such as poverty, health, education, and community development. Fieldwork promotes experiential learning, critical thinking, and problem-solving. The Community Organization Report is an essential tool for assessing student engagement. It documents the objectives, process, activities, and outcomes of community work. The report also helps students reflect on their participation, leadership, and communication skills. It provides evidence of understanding community structures and social dynamics. The Fieldwork Division ensures that every report follows institutional guidelines and ethical standards. It helps students learn data collection, analysis, and presentation techniques. The process develops discipline, accountability, and self-awareness.

### 1.5 Exercises

1. The main purpose of the Fieldwork Division is to:

- a) Teach classroom theory
- b) Coordinate and supervise practical training
- c) Conduct administrative work only
- d) Organize recreational events

Answer : b) Coordinate and supervise practical training

2. A Community Organization Report mainly focuses on:

- a) Academic results
- b) Community activities and learning outcomes

- c) Financial audits
- d) Personal hobbies

Answer : b) Community activities and learning outcomes

3. Fieldwork supervision ensures:

- a) Ethical and professional practice
- b) Reduction in student workload
- c) Elimination of theory classes
- d) Financial support

Answer : a) Ethical and professional practice

4. One key objective of the Community Organization Report is to:

- a) Record participation and community progress
- b) Replace the field diary
- c) Evaluate classroom lectures
- d) Provide entertainment

Answer : a) Record participation and community progress

5. Fieldwork promotes:

- a) Isolation
- b) Practical learning and professional growth
- c) Competition only
- d) Theoretical repetition

Answer : b) Practical learning and professional growth

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### 1.6 References & Suggested Readings

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1. Kadushin, A., & Harkness, D. (2014). *Supervision in Social Work* (5th ed.). Columbia University Press.
2. National Association of Social Workers. (2021). *NASW Code of Ethics*. Washington, DC: NASW Press.
3. University Grants Commission (UGC). (2015). *Guidelines for Fieldwork Practicum in Social Work Education*. New Delhi: UGC Publications.
4. Zastrow, C. (2017). *Introduction to Social Work and Social Welfare: Empowering People* (12th ed.). Cengage Learning.
5. Mathew, G. (2018). *Fieldwork Practicum in Social Work Education*.

# Block - 2

- NOTES -

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## Community Organization Report Progress and Stages

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VILLAGE CAMP

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### Unit-2 Community Organization Process and Stages

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#### Structure

- 2.1 Introduction
- 2.2 Learning Outcome
- 2.3 Community Organization Process and Stages
- 2.4 Summary
- 2.5 Exercises
- 2.6 References

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#### 2.1 Introduction

---

Community Organization is one of the fundamental methods of social work practice that aims to empower people to collectively address their common problems. It focuses on building cooperation, participation, and mutual understanding among members of a community. The process involves identifying needs, mobilizing resources, developing strategies, and implementing actions for sustainable social change.

It helps people to recognize their shared issues and organize themselves for collective problem-solving. Community organization is both an educational and developmental process that fosters leadership, awareness, and participation.

It operates through several stages, such as study, analysis, planning, organization, implementation, and evaluation. Each stage requires systematic effort and professional guidance. The guidelines and instructions for community organization provide a clear framework for social workers and community members.

They ensure that the process remains participatory, ethical, and inclusive. Proper guidelines help in avoiding conflicts, maintaining transparency, and ensuring accountability.

The social worker acts as a facilitator, motivator, and guide throughout the process. These guidelines emphasize democratic participation, respect for diversity, and self-reliance among community members.

Community organization promotes sustainable development through collaboration between people and institutions. It is an ongoing process of

empowerment and capacity-building.

By following systematic stages and clear instructions, community organization becomes a dynamic tool for social transformation and human development.

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## 2.2 Learning Outcome

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1. Students will understand the stages and processes involved in community organization practice.
2. Learners will be able to apply professional guidelines and ethical principles during community interventions.
3. Students will develop analytical, organizational, and participatory skills for effective community mobilization.

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## 2.3 Community Organization Report

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A well-organized community organization report should include the following sections:

### 1. Title Page:

- Includes the report title \_\_\_\_\_
- Name of the student \_\_\_\_\_
- Name of the village \_\_\_\_\_
- Name of university \_\_\_\_\_
- Duration of the community fieldwork \_\_\_\_\_

2. **Acknowledgment:** Expressing gratitude to key individuals, stakeholders of the village, organizations, supervisors and others those have supported the community fieldwork.

### 3. Introduction:

- Community profile: Overview of the village, Detailed description of the village's socio-economic and cultural aspects \_\_\_\_\_
- Objectives of community fieldwork \_\_\_\_\_

**4. Need assessment:**

- Approach to be used for the community field work
- Tools and techniques used for data collection and engagement.
- Analysis of key community issues and challenges

**5. Implementation and Activities Process:**

- Tools and techniques used \_\_\_\_\_
- Duration of each session \_\_\_\_\_
- Discussions: Key points of discussion, activities \_\_\_\_\_

**6. Challenges Faced: Group conflicts and resistance** \_\_\_\_\_

**7. Outcomes and Evaluation** \_\_\_\_\_

**8. Summary of the group work experience** \_\_\_\_\_

**9. References and Annexures:** Supporting documents and photographs  
\_\_\_\_\_

**10. Future plan: plan for next group work session** \_\_\_\_\_

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**Community Organization Process and Stages**

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Community organization is a dynamic and evolving concept. While no universal definition exists, it is broadly understood as a social work method that establishes an increasingly effective alignment between community welfare needs and available resources. The core purpose of community organization is to empower individuals so they can resolve their challenges independently and contribute to social development. The process involves several essential stages:

- 1. Observation and Acceptance:** The initial stage of community organization involves familiarization with the community and gaining its acceptance. The social worker must observe the community's behavioral patterns and social structures while ensuring they are accepted as a credible and trustworthy figure within the community. Acceptance by community members determines the success of subsequent efforts.

2. **Needs Assessment:** Once accepted, the social worker conducts a thorough study of the community's significant issues and underlying needs. This includes gathering information on social problems, economic conditions, available resources, and support systems provided by government and non-governmental organizations. This phase enables a precise understanding of the community's situation and facilitates the formulation of effective intervention strategies.
3. **Raising Awareness of Needs:** The next step is to educate the community members about their fundamental needs and challenges. The social worker engages with individuals and groups through discussions, workshops, and interactive sessions, creating awareness about their socio-economic conditions and the available opportunities for improvement.
4. **Formation of Community Organizations:** An essential component of community work is encouraging collective action. The social worker assists in forming local organizations, emphasizing the importance of teamwork, cooperation, and structured efforts in addressing community issues. Members are encouraged to participate democratically in decision-making processes to enhance collective ownership and responsibility.
5. **Leadership Development:** Sustainable development requires strong leadership within the community. The social worker promotes leadership skills by encouraging capable and responsible individuals to take charge of community initiatives. Democratic selection of leaders ensures representation and accountability, fostering long-term commitment to the community's progress.
6. **Planning and Program Development:** Based on the assessed needs, the community, with the guidance of the social worker, designs welfare programs and development plans. This step involves prioritizing issues, setting achievable goals, and creating action plans that align with the community's resources and capabilities. The emphasis is on inclusive participation, ensuring that every community member has a voice in shaping their future.
7. **Implementation of Programs:** The execution of community welfare programs requires collaboration and dedication. The social worker plays a crucial role in guiding members through the implementation process, addressing potential obstacles, and ensuring active participation. The focus remains on self-reliance, where community members take ownership of projects rather than depending solely on external support.

8. **Resource Mobilization:** To successfully implement community programs, mobilizing resources is crucial. The social worker identifies and coordinates support from governmental and non-governmental agencies, linking the community with available services. Effective resource management ensures sustainability and continuous progress in addressing social issues.
9. **Evaluation and Necessary Adjustments:** Evaluation is a critical phase in the community organization process. The social worker assesses the effectiveness of implemented programs, analyzing achievements, challenges, and areas needing improvement. The findings guide future strategies, ensuring better planning and execution of community projects. Feedback mechanisms allow for necessary modifications, enhancing the overall impact of the interventions.

The ultimate goal of community organization is to empower individuals and groups to take independent action for their welfare. The social worker must assess whether the community members have developed the capability to address their challenges without external assistance. The success of community organization lies in fostering self-reliance, sustainable development, and the ability to make collective decisions that lead to long-term improvements. By nurturing leadership, mobilizing resources, and promoting participatory development, community organization becomes a transformative process that enhances the quality of life for all involved.

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### Guideline and Instructions

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To ensure a comprehensive and standardized community organization report, students should adhere to the following guidelines:

1. **Clarity and Conciseness:** Maintain a clear and concise writing style to enhance readability and understanding. Avoid unnecessary jargon and ensure that explanations are straightforward and accessible.
2. **Structured Format:** Use a well-organized format with appropriate headings and subheadings. This structure should include sections such as Introduction, Objectives, Methodology, Observations, Findings, Analysis, and Recommendations.
3. **Factual and Evidence-Based Observations:** Provide accurate and objective descriptions of the community, its social structure, issues, and strengths. Support findings with evidence gathered from field interactions, surveys, and documented sources.
4. **Incorporation of Qualitative and Quantitative Data:** Utilize both

qualitative narratives (community stories, experiences, case studies) and quantitative data (demographic statistics, survey results) to present a well-rounded analysis.

5. **Personal Reflection and Learning:** Include reflective insights on personal experiences, key learnings, challenges faced, and how the field-work influenced professional development. Reflection enhances critical thinking and self-awareness.
6. **Ethical Considerations:** Adhere to ethical guidelines such as maintaining confidentiality, obtaining informed consent before interviews or interactions, and respecting cultural sensitivities. Ethical documentation is fundamental in social work practice.
7. **Use of Visual Aids:** Where applicable, include relevant charts, graphs, photographs, and case studies to provide visual context and strengthen the report's impact.
8. **Conclusion and Recommendations:** Conclude with a summary of key findings and propose actionable recommendations based on observations. Suggest strategies for sustainable community development and future interventions.

By following these guidelines, students can ensure that their reports effectively capture the essence of community organization efforts while maintaining academic rigor and professional integrity.

### Check your progress

1. Explain the major stages in the community organization process with examples.

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### 2.4 Summary

The Community Organization Process provides a systematic framework for collective action and empowerment. It begins with identifying community needs and understanding their socio-economic conditions. The first stage, study, involves gathering relevant data about people and their problems, while the analysis stage interprets this data to identify root causes and possible solutions. Next, in the planning stage, strategies and action plans are developed collaboratively with community members. The organization stage mobilizes people and resources for effective implementation.

During the implementation stage, planned activities are executed with active community participation, ensuring inclusiveness and shared responsibility. Finally, evaluation helps to assess outcomes and modify strategies for future improvement. Guidelines and instructions ensure that each stage of the process is conducted systematically and ethically, helping social workers maintain transparency, coordination, and accountability. Effective communication, teamwork, and leadership are emphasized throughout the process to strengthen collaboration. Community organization focuses on empowering people to take ownership of development efforts, encouraging them to participate in decisions that affect their lives. The guidelines also highlight the importance of conflict resolution, mutual respect, and participatory decision-making. Regular supervision and feedback ensure the quality and sustainability of interventions, while documentation at each stage supports learning and evaluation. Overall, the community organization process promotes collective responsibility, leadership development, and social empowerment. It builds confidence and self-reliance among the poor and marginalized, creating lasting social impact through organized community effort. When guided by sound principles and clear instructions, it stands as a model of democratic participation and meaningful social change.

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## 2.5 Exercises

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### Multiple Choice Questions

1. The first stage in the community organization process is:

- a) Planning
- b) Study
- c) Implementation
- d) Evaluation

Answer : b) Study

2. Community organization mainly aims to:

- a) Promote individual competition
- b) Empower people for collective action
- c) Focus only on government programs
- d) Avoid community participation

Answer : b) Empower people for collective action

3. The analysis stage in community organization helps to:

- a) Prepare final reports
- b) Understand causes of problems and community needs
- c) Distribute financial aid
- d) Select volunteers

Answer : b) Understand causes of problems and community needs

4. Evaluation in community organization is done to:

- a) End the project
- b) Measure results and improve future actions
- c) Reward the workers
- d) Change community members

Answer : b) Measure results and improve future actions

5. The role of a social worker in community organization is to:

- a) Dominate decision-making
- b) Facilitate participation and coordination
- c) Work alone
- d) Ignore community inputs

Answer : b) Facilitate participation and coordination

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### 2.6 References & Suggested Readings

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1. Ross, M. G. (1955). Community Organization: Theory, Principles, and Practice. Harper & Row
2. Siddiqui, H. Y. (2013). Social Work and Community Organization: Principles and Practice. Rawat Publications.
3. Weil, M., Reisch, M., & Ohmer, M. (2012). The Handbook of Community Practice (2nd ed.). SAGE Publications.
4. Kramer, R. M., & Specht, H. (2011). Readings in Community Organization Practice. Prentice Hall.
5. Dunham, A. (1970). The Community Development Process: The Re-discovery of Local Initiative. Holt, Rinehart and Winston.

# Block - 3

- NOTES -

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## Activity - Community Organization Report

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### Unit-3 Description of Community Organization Report

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#### Structure

- 3.1 Introduction
- 3.2 Learning Outcome
- 3.3 Description of Community Organization Report
- 3.4 Summary
- 3.5 Exercises
- 3.6 References

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#### 3.1 Instruction

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#### 3.2 Learning Outcome

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## Brief Report

- NOTES -

Serial No.	Name of Institution	Date	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

VILLAGE CAMP

\_\_\_\_\_  
**Signatures: Student**

\_\_\_\_\_  
**Field Work Supervisor**

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## Community Organization Report Format

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A well-organized community organization report should include the following sections:

**1. Title Page:**

- Includes the report title \_\_\_\_\_
- Name of the student \_\_\_\_\_
- Name of the village \_\_\_\_\_
- Name of university \_\_\_\_\_
- Duration of the community fieldwork \_\_\_\_\_

**2. Acknowledgment:** Expressing gratitude to key individuals, stake holders of the village, organizations, supervisors and others those have supported the community fieldwork.

**3. Introduction:**

- Community profile: Overview of the village, Detailed description of the village's socio-economic and cultural aspects \_\_\_\_\_
- Objectives of community fieldwork \_\_\_\_\_

**4. Need assessment:**

- Approach to be used for the community field work
- Tools and techniques used for data collection and engagement.
- Analysis of key community issues and challenges

**5. Implementation and Activities Process:**

- Tools and techniques used \_\_\_\_\_
- Duration of each session \_\_\_\_\_
- Discussions: Key points of discussion, activities \_\_\_\_\_

6. **Challenges Faced: Group conflicts and resistance** \_\_\_\_\_
7. **Outcomes and Evaluation** \_\_\_\_\_
8. **Summary of the group work experience** \_\_\_\_\_
9. **References and Annexures:** Supporting documents and photographs  
\_\_\_\_\_
10. **Future plan: plan for next group work session** \_\_\_\_\_

- NOTES -

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**Activity 2 : Community Organization Report - 1**

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**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
<b>Name of Social Worker:</b>		<b>Signature:</b>

**First- Orientation Visit (Observation and Acceptance)**

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- NOTES -

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**4.2 Learning Outcome**

**4.3 & Self-Assessment**

4.4 Summary

- NOTES -

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