B.B.M. B.Ed. COLLEGE

SARDAHA, CHAS, BOKARO

Recognized by NCTE & Affiliated to Binod Bihari Mahto Koyalanchal University, Dhanbad (B.Ed.), Jharkhand & J.A.C. Ranchi (D.El.Ed.)

www.bbmbedcollege.com , Email:- bbmbedcollege2010@gmail.com, Mob:- 9470092817, 9973505891, 8789238147

Main Page:- http://bbmbedcollege.com/lms

Landing Page of the Gateway to the LMS used:-

SL.No.	LMS Name	Landing Page URL
1	**N-List(Inflibnet)**	https://nlist.inflibnet.ac.in/
2	**Youtube**	https://www.youtube.com/channel/UCBaTw7lVHlzhRI6oArcakcA
3	**Swayamprabha**	https://swayamprabha.gov.in/login

Principal
B. B. M. B.Ed College
Sardaha, Chas, Bokaro

B.B.M. B.Ed. COLLEGE

SARDAHA, CHAS, BOKARO (JHARKHAND)-827013

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Email Id- bbmbedcollege2010@gmail.com

Documentary evidence in support of the claim

B.B.M. B.Ed. COLLEGE, SARDAHA, CHAS, BOKARO

List of Student Using ICT supports

B.Ed. Session-2021-23 (Sem-4)

SL. NO	CLASS ROLL NO	NAME OF STUDENT
1	1	BHUVANESHWER MAHATO
2	2	HIRAK MANJARI KUMARI
3	3	PADAM LOCHAN SINGH CHOUDHARY
4	4	AKASHPATI BAURI
5	5	ARVIND KUMAR MAHATO
6	6	KABITA RAJAK
7	7	MANISHA EKKA
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21	22	SUMAN KUMARI
22	23	KRITANJALI KUMARI
23	24	SAROJ PINGUA
24	25	C A AMRITANJALI
25	26	PRIYANKA KUMARI
26	27	VIRENDER KUMAR
27	28	KAUSHAL KISHOR
28	29	MD ABU REHAN ANSARI
29	30	BABLU KUMAR MANJHEE
30	31	PRATIMA KUMARI
31	32	PRIYANKA KUMARI
32	33	SUYASH KUMAR LAL
33	35	AKASH KUMAR SEN
34	36	MANISH KUMAR
35	37	SHASHI PRABHA
36	38	SARASWATI DAS
37	39	AANCHAL KUMARI
38	40	YOGENDRA NATH SINGH
39	41	GUNJAN KUMAR
40	42	RAMBHAVATI KUMARI
41	44	PRAWEEN KUMAR
42	45	RENU KUMARI

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Sardaha, Chas

43	46	ANUKAMPA KUMARI
44	47	NIKITA MARANDI
45	48	BAHADOOR SHAH JAFAR
46	49	PRAKASH KUMAR MAHTO
47	50	GAYATRI KUMARI
48	51	SOMNATH NAYAK
49	52	REENA KUMARI
50	53	SONY KUMARI
51	54	PINKY PANDEY
52	55	RANJEET KUMAR MAHATO
53	56	FULCHAND MAHATO
54	57	KAVITA KUMARI
55	58	USHA BARA
56	59	USHA KUMARI
57	61	RAKESH KUMAR MAHATO
58	62	SANGEETA KUMARI
59	63	MAGDALENA TUDU
60	64	KUMARI RUPA MANDAL
61	65	SARITA KUMARI
62	66	ABHAY KUMAR PANDEY
63	67	RAVINDRA PRAJAPATI
64	68	SHYAM SUNDAR KUMAR
65	69	SHIVAM KUMAR SINGH DEO
66	70	AJAY KUMAR
67	72	MANIKA MAHATO
68	73	NITA KUMARI
69	74	PUJA PANDEY
70	75	KUMARI MALTI
71	76	TARA KUMARI
72	77	AMARJIT MAHATO
73	78	SUSHILA MAHATO
74	79	SUSHMA KUMARI
75	80	ANIL KUMAR
76	81	PUSHPA KUMARI
77	82	DEO SHANKAR MAHATO
78	83	SHWETA DEEP
79	84	ARCHANA KUMARI
80	85	SHREYA
81	86	SHRAWAN KUMAR
82	87	REEMA KUMARI
83	88	PREETI PRASAD
84	89	SANDEEP KUMAR MAHATO
85	90	SANDEEP KUMAR SAH
86	91	CHANCHALA KUMARI
87	92	RINKI RASHMI JAMUDA
88	93	DIKSHA JAISWAL
89	94	DIVYA KUMARI
90	95	MANISHA KUMARI
91	96	RADHIKA KUMARI

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Unit 3

4. custodial justice
   - guidelines to suptd. Of police and epatem commission
   - standard rules for treatment of prisoners
   - UN principles for protection of principles
   - Juvenile delinquency and role of education form the point of view human rights

Course EPC 3

Enriching Learning through Information and Communication Technology

Total Marks 50 *contact hours per week-3*

Internal assessment 50

Aims of the Course

This set of experiences is visualised with an assumption that many student- teachers will have a basic familiarity with computers, even if they do not have much hands-on- experience. It is intended to enable student-teachers to recognise, understand and appreciate ICT as an effective learning tool for learners and an enormous functional support to teachers.

Unit 1:

1 Relevance of ICT in Education (Radio, Television, Computers)

- Role of information technology in 'construction of knowledge'
- Possible uses of audio-visual media and computers

2: Visualising Learning Situations using Audio-Visual and Other media

- Use of radio and audio Medias: script writing, storytelling, songs, etc.
- Use of television and video in education
- Use of newspaper in education

Unit 2

3: Use of Computers in Schools

- Functional knowledge of operating computers-on / off, word processing, use of power point, excel

- Computer as a learning tool
- Effective browsing of the internet for discerning and selecting relevant information
- Survey of educational sites based in India
- Downloading relevant material
- Cross collating knowledge from varied sources
- Competencies in developing original software.

Unit 3

4: Visualising technology-supported learning situations

- Preparation of learning schemes
- Interactive use of audio-visual programme
- Developing PPT slide show for classroom use
- Use of available software or CDs with LCD projection for subject learning interactions
- Generating subject-related demonstrations using computer software
- Enabling students to plan and execute projects (using computer based research)
- Engaging in professional self-development
- Collaborative learning tasks
- Interactive use of ICT: Participation in Yahoo groups, Creation of 'blogs' etc.

Unit 4

5: Indian and International Experience in ICT Aided Learning

- Innovative usage of technology: some case studies
- Use of technology integration in resource-plenty as well as resource-scarce situations
- Critical issues in 'internet usage' – authenticity of information, addiction, plagiarism, downsides of social networking group.

EPC 4: Understanding the self

Total Marks 50 *contact hours per week-3*

Internal assessment 50

Unit 1:

1 Exploring the Aim of Life

Objectivise

- To enable students to develop a vision of life for themselves

A
Assignment(s) on

ENHANCING PROFESSIONAL CAPACITIES – 3
Critical Understanding of ICT

Submitted to

बिनोद बिहारी महतो कोयलांचल विश्वविद्यालय, धनबाद
Binod Bihari Mahto Koyalanchal University, Dhanbad

In Partial fulfillment & requirements

For the degree of

Bachelor of education

Session 2021-2023

B.B.M B.Ed. College, Sardaha, Chas, Bokaro

Approved by NCTE, New Delhi & Recognized by B.B.M.K.U Dhanbad

Supervisor

Name:- Janmanjay Mahato
Qual.:- M.A, M.Phil
Desg:- Assistant Professor

Submitted by Pupil Teacher

Name:- Pallavi
College Roll No.:- 21
Name of Paper:- EPC-3

I N D E X

Name PALLAVI

Class _____ Section A Roll No. 21 Year (2021-2

Subject EPC-3

Expt. No.

Page No.
Date.

4th Semester

EPC-3

Critical understanding of ICT

Teacher's Signature .....

Introduction-

The first electronic computer was invented in the 1940s by Charles Babbage. Computers were initially used for complex calculations and data processing. Over time, computers have become smaller, faster and more powerful. The introduction of personal computers revolutionised the way individuals use technology. Computers have transformed various industries, such as communication, entertainment and healthcare.

Computers provide instant access to a vast amount of information through the internet. This enables users to gather knowledge conduct research and stay updated on various topics.

Computers have transformed the education sector by providing digital learning resources, online courses and interactive educational software. Students can access education materials, collaborate with peers and ~~enag~~ engage in virtual classrooms. Computers have become essential tools in the workplace, enabling tasks such as word processing, data analysis, graphic design and project management. Computers play a significant role in entertainment, offering platforms for streaming movies, music and games.


ICT in Education

Computers automate repetitive tasks, increasing efficiency and accuracy. They are used in various industries for inventory management, manufacturing processes, customer service and more.
Computers are vital in the healthcare sector for managing patient records, medical imaging, research and diagostics. They assist in analyzing complex data, developing treatment plans, and advancing medical discoveries.
Computers help individuals stay organised through digital calendars, to-do lists, reminders and note-taking applications. They facilitate time management, task prioritization and efficient planning.
Computers have revolutionised the way we shop and conduct business. Online platforms enable individuals and businesses to buy and sell products, reach a global audience, and streamline transactions. Computers have paved the way for innovation and creativity in various fields, such as artificial intelligence, virtual reality, 3D modelling and digital art. They provide tools and platforms for individuals to explore their imagination and push boundaries.

Computer As A Learning Tool

→ Computers provide easy access to a vast amount of information through the internet, allowing students to explore and learn about various topics.
Computer offer interactive learning experiences through educational software and online platforms, making learning engaging and fun.
With computers, students can learn at their own pace and receive personalised feedback, helping them to grasp concepts more effectively.
Computers enable students to collaborate with their peers on projects, fostering teamwork and enhancing communication skills.
Computers allow for the integration of multimedia elements, such as videos, images and interactive simulation, which can enhance understanding and retention of information.

→ Computers have evolved and enhanced Teacher-student interaction. Now teachers can teach and demonstrate the practical aspects of theories to the students with the help of various tools in computers.

→ In the contemporary educational system, computer education is crucial. Internet research is more convenient for students than looking for information in large books. Information is considerably more easily accessible and available on the internet. Computers make it simpler to store information than to keep handwritten notes when it comes to retrieval.

→ The educational environment has been transformed by online learning. Distance learning is now a possibility because of computer technology.

→ With the aid of the internet, we are able to do an advanced study on computers. This form of research simply entails utilising a computer to access the world wide web libraries and a variety of websites that are all connected to the internet.

→ students donot need a paper copy of any documents because they may quickly make them on a computer. One of the greatest programs for students to use to produce various types of documents, including resumes, notes and presentations is Microsoft Office.

ICT - Information, Communicatio and Technology (Meaning and Concept)

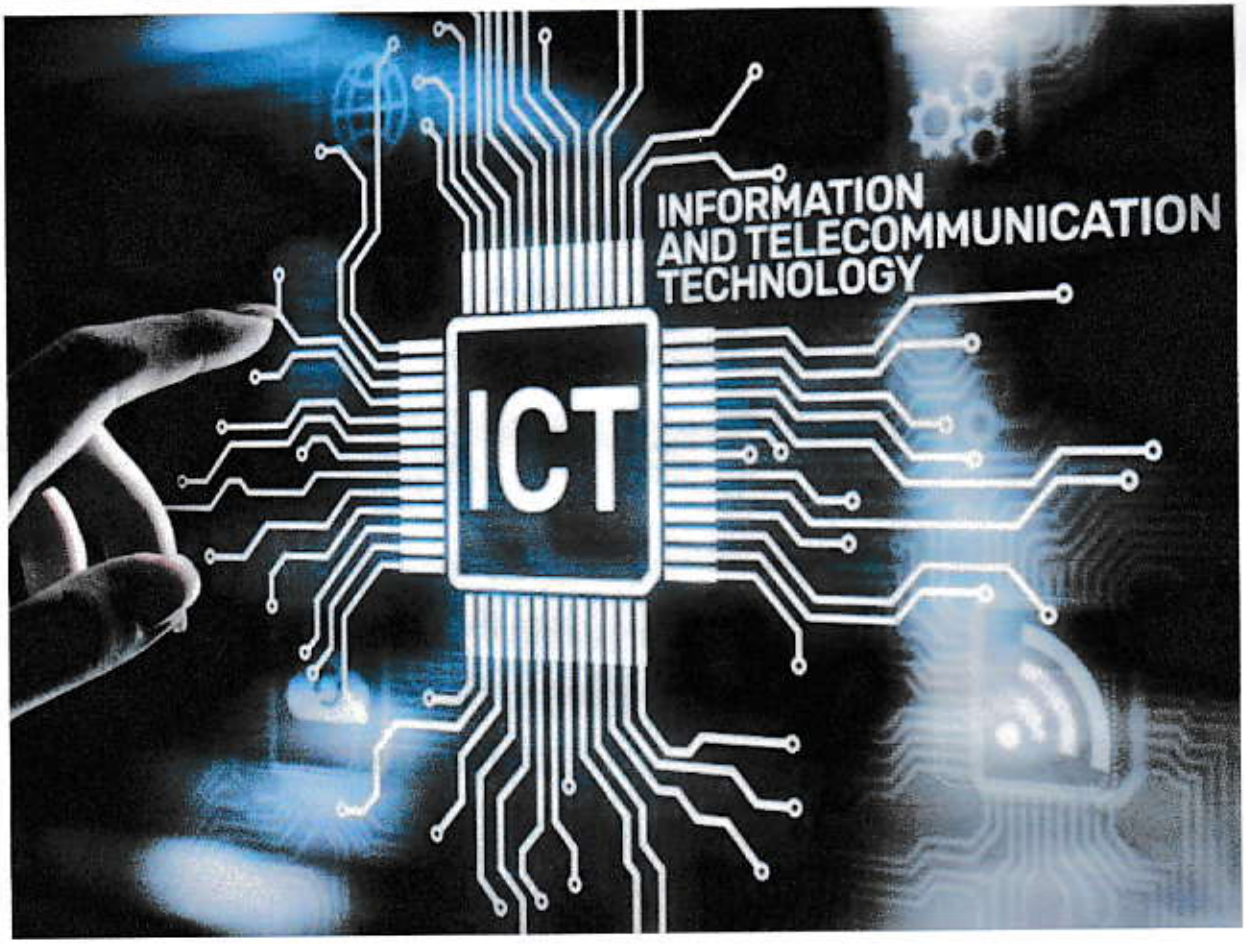
ICT encompasses various technologies such as computer smartphones, the internet and software applications that enable the collection, processing, storage and communication of information.

ICT facilitates communication through various channel including email, instant messaging, video conferencing and social media platforms.

It enables the efficient processing of data and informati allowing for tasks such as data analysis, modeling and presentation. It provides connectivity, allowing individuals and organisations to access information and resources from anywhere in the world.

ICT is applied in various fields including education, business, healthcare, entertainment and governance to enhance productivity and improve efficiency.

It plays a crucial role in driving digital transformation enabling organisations to streamline processes, enhance productivity and improve customer experiences.


INFORMATION
AND TELECOMMUNICATION
TECHNOLOGY
ICT

ICT provides easy access to a vast amount of informatio allowing individuals to stay updated, learn new skills and make informed decisions.
It facilitates (ICT Tools) collaboration among individua and teams, regardless of their geographic locations, fostering teamwork and knowledge sharing.
ICT has revolutionised the way business is conducted with the rise of e-commerce platforms and secure online payment systems.
With the increased use of ICT, cybersecurity has become a critical concern, as it involves protecting sensitive data and systems from unauthorized access and cyber threats.

→ ADVANTAGES —

- Magazines —

- There are full of information that can be used.
- There are available at cheap rates if the subscription mode is adopted by the reader.
- There are the mirrors of the current political, social, economic region or world.

- **Newspaper –**

– They give flexibility of publication to the publishers.
– There have multiple contexts.
– They are a lucrative business in every nook and corner of the globe.
– These can be read by individual without distractions.

- **Computers –**

– Computers have very large storage capacity. The contents of around 200 sheets of A4 size paper can be stored on a small floppy disk, which is not even half the size of one sheet of paper.

– All the operations in a computer are caused by electrical pulses. We all know that electricity travels at the speed of light, computer too can perform innumerable operation in just 1 sec.

- **TV & Radio –**

– They give latest information to the audience.
– They entertain per excellence.
– They are cheap.
– They are passive media.

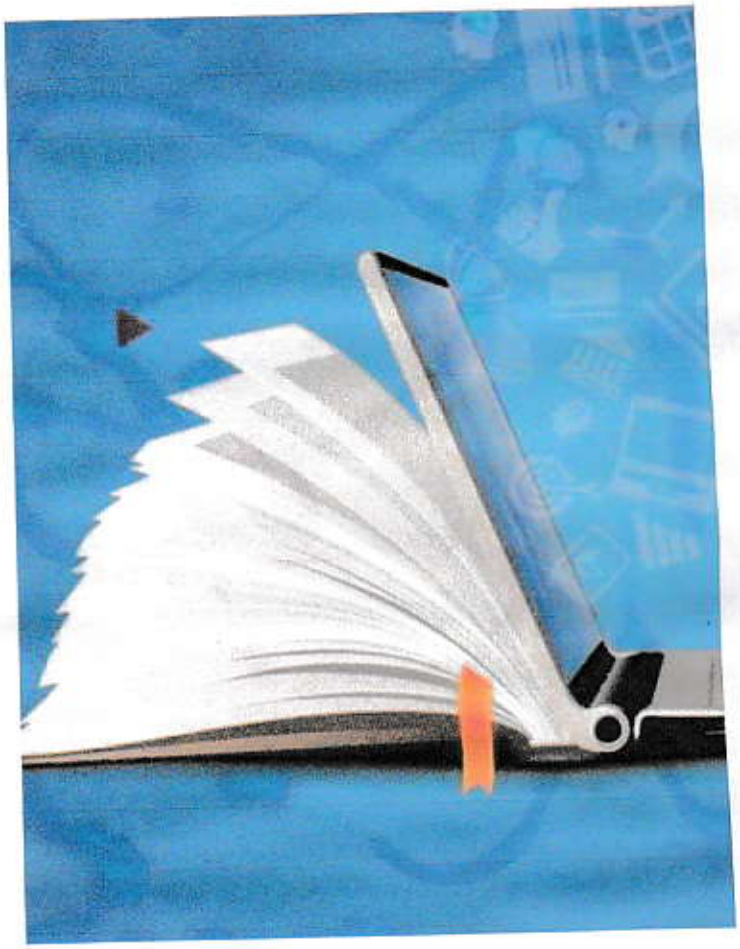
Relevance of ICT in Education

ICT includes a diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information. ICT includes computers, the Internet, broadcasting technologies (radio and television) and telephony.

In digital technology, translation of information is into binary format (zero or one) where each bit is a representative of two distinct amplitudes, whereas in analog technology, information is translated into electric pulses of varying amplitudes.

UNESCO defines informatics as the science dealing with the design, realisation, evaluation, use and maintenance of information processing systems, including hardware, software, organisational and human aspects and the industrial, commercial, governmental and political implications of these.

People use technology everyday at home and at workplace. ICT tools enable anytime, anywhere access to information and resources. The various ICT tools that are used include computers we use at work, smartphones through which we talk, Internet for getting information, communicating with others through e-mail and social networks, watching movies and TV shows



Smartphones –

Mobile phones are ICT tools for talking to people but smartphones are more advanced. With a simple mobile phone you can only make phone calls and receive calls. With a smartphone, you can make calls and do things that you normally do using a computer, such as browsing the web, sending e-mails, making video calls, playing games, listening to music, watching movies and much more.

Tablets –

A tablet is a mini computer with input, output and processing functions that are all combined into one 'touchscreen', where you can do various tasks just by touching its screen. It is bigger than a smartphone and you can perform all the functions that one can perform on a computer or a smartphone.

TV and Radio –

TV and radio are being used as an ICT tool ~~a~~ since a long time. Radio is used to broadcast audio while TV is used to broadcast audio-visual information to many people. Radio and TV are used for both entertainment and to learn new things.

SCRIPT WRITING --

→ The final process of preparing a programme with shot-by-shot descriptions along with sound, music and camera instruction etc., is known as Script Writing.

→ It may include sequence, scenes, shots with description, dialogues or narration, music and sound effects and camera instruction for different camera shots.

STORY TELLING -

→ Story Telling describes a simple, creative process through which people with little or no experience in computer film-making gain skills needed to tell a personal story as a two minute film using predominantly still images and voiceover.
These films can then be streamed on the web or broadcast on television.
It combines techniques to develop literacy and story-telling skills with an introduction to basic information and communication technology (ICT).

SONGS -

→ ICT has enabled songs/music to be propagated very easily. Due to this, we can get a whole playlist just by the click of a button.
Earlier, various electronic devices like tapes, CDs, pendri had to be used in order to store and access music.
Now a days, ICT has enabled the free and paid access to almost any music (songs, albums) in the world.

→ On the world stage include Spotify, Sound Cloud, Apple Music, iTunes. The Indian counterparts are Gaana, JioSaavn, Wynk Music.

→ Youtube is a major contributor to enhance music listening and streaming.

→ With the advent of various file sharing platforms like Whatsapp, Google Drive etc, music sharing has become very easy and convinient.
With computers, internet and high speed data transfer we can listen, share, preserve and transfer our audio files anywhere in the world without any loss of quality.

Role of ICT in construction of Knowledge

* Access to Information –
ICT provides instant access to a vast amount of information and resources, enabling learners to explore various perspectives, conduct research and deepen their understanding of different subjects.

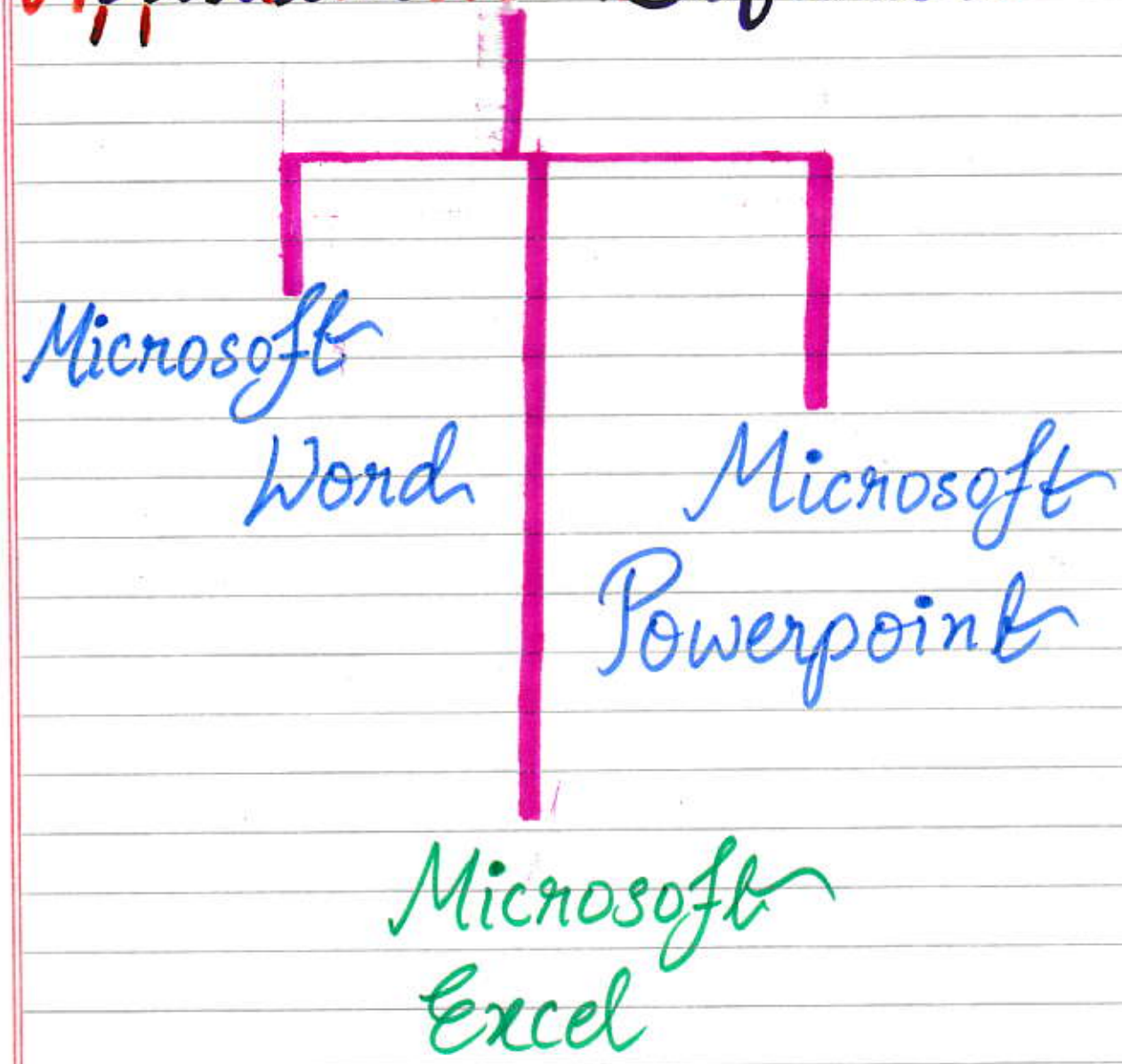
* Collaborative Learning –
ICT facilitates collaboration among learners, allowing them to connect and work together on projects, share ideas, and engage in meaningful discussions. This collaborative approach enhances knowledge construction through the exchange of diverse viewpoints and collective problem-solving.

* Multimedia Learning –
ICT incorporates multimedia elements such as videos, interactive simulations and virtual reality, which enhance the learning experience by presenting information in engaging and immersive ways.

* Personalised Learning –
ICT enables personalised learning experiences, catering to individual learning styles, preferences and pace. Adaptive learning platforms and intelligent tutoring systems use data and analytics to provide customised content and feedback, supporting learners in constructing knowledge based on their unique needs.

* Critical Thinking and Problem Solving –
ICT tools and applications foster critical thinking skills by challenging learners to analyse, evaluate and synthesize information from various sources. Online discussions, research projects, and simulations encourage learners to think critically, solve problems and construct knowledge through active engagement.

Application Software



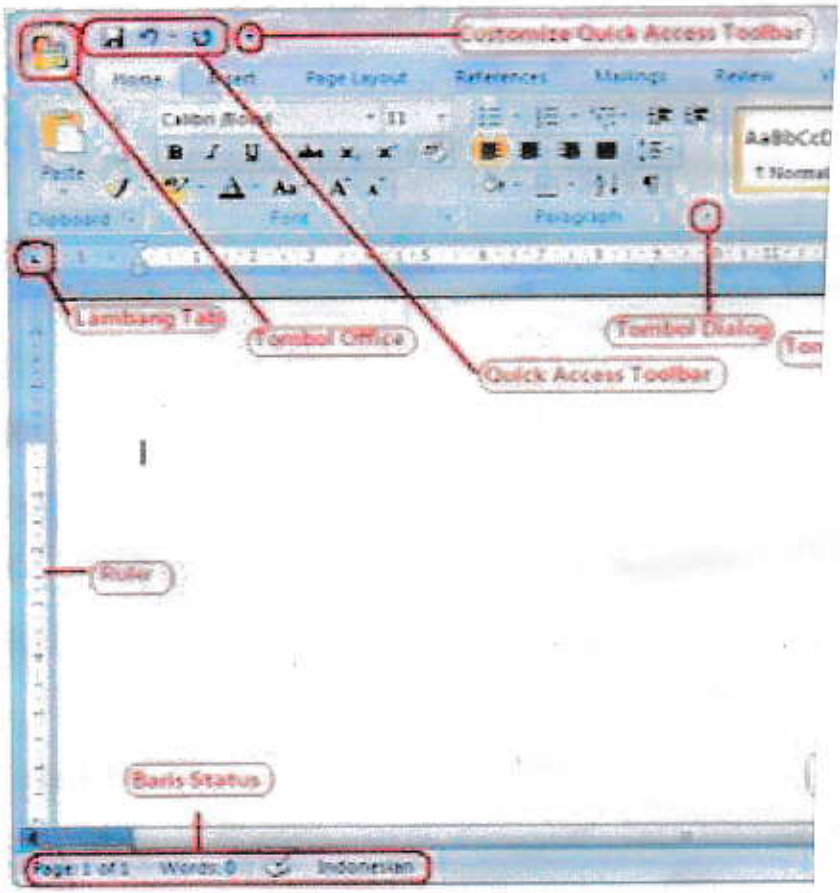
M.S WORD

Microsoft Office is an office suite of applications, servers and services developed by Microsoft. It was first announced by Bill Gates on 1 August, 1988 at COMDEX in Las Vegas. Initially a marketing term for a bundled set of applications, the first version of office contained **Microsoft Word**, **Microsoft Excel** and **Microsoft Powerpoint**.

Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, OLE data integration and Visual Basic for Applications scripting language.

→ Microsoft Word is a great tool as typing is faster than ever, it is easy to correct the mistakes by just hitting the backspace or delete button. There are templates for any type of document and mail merge from a database so that you can easily sent out the letters to multiple people at a time.

→ You can use the thesaurus feature when you words run out. Copies can easily be made which saves on printing and it is much easier to do.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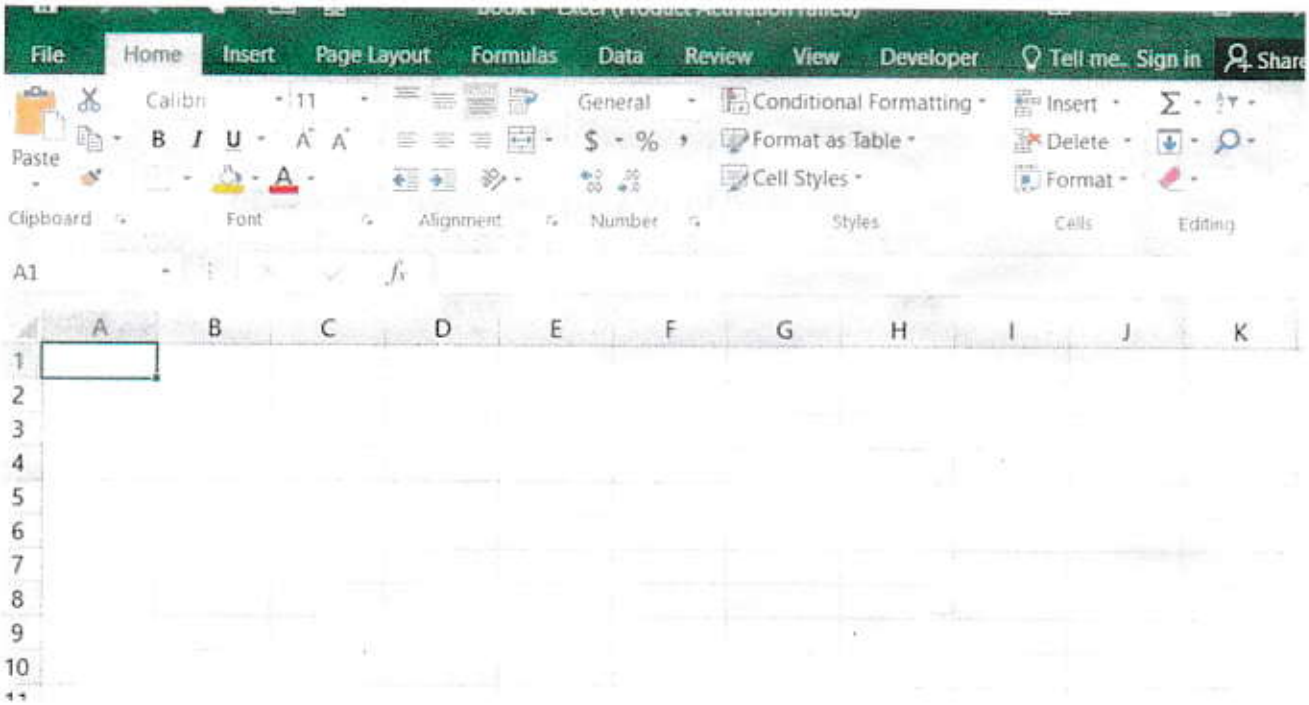
→ Microsoft Word is available practically everywhere. It comes standard on many PCs. This makes it easy to save the documents on a flash drive, take them with you and work on them somewhere else.

→ Microsoft Word lets you create the simple word processing documents like the letters and the reports. You can add colour, use clipart, variety of fonts and sizes, you can use the tables, the borders & the bullet formatting, you can format the text and the general page layout.

→ Microsoft Word offers an easy to use navigation pane at the top. So, you can see the ~~exactly what it~~ visual representations of many of functions that you might need, you can simply hold your mouse cursor over an icon to see exactly what it does.

→ While you are creating a document, Microsoft Word helps you make sure that it is the best it can be, When you misspell a word, Microsoft Word will underline it, You can click on the word and get suggested spellings. If you type a sentence that has poor grammar, It will underline the sentence for you and ~~yet~~ you can change the document while you are still working on it.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A B C D E F G H I J K
1 2 3 4 5 6 7 8 9 10

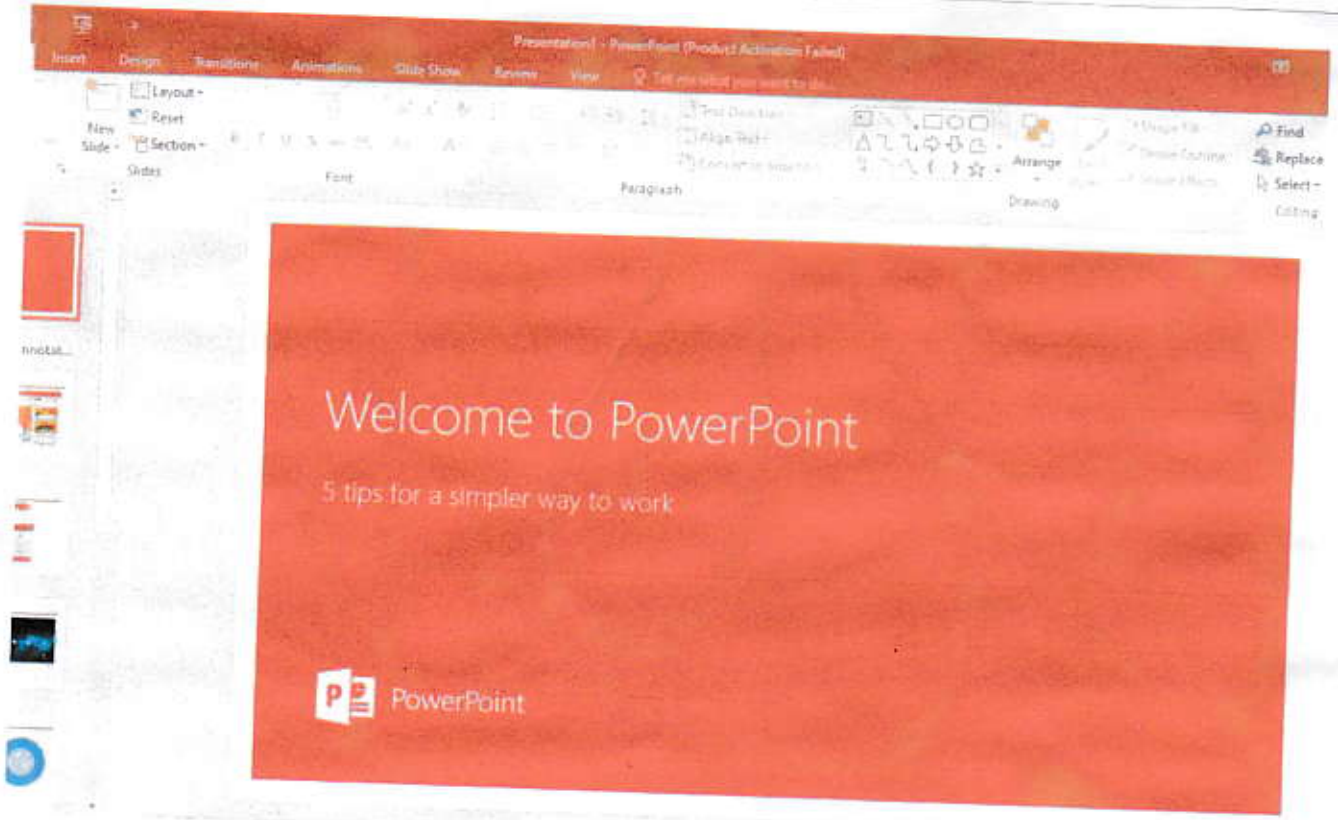
M.S-EXCEL

→ Excel has the ability to organise large amounts of data into orderly spreadsheets and charts quickly, it is easy to enter and format the data, it has the ability to create the graphical or the visual representations of your data.

→ Excel can be used for analysis and decision making. It allows the professors to put the grades on a spreadsheet by numbers which then allows the students to access the spreadsheet and view their grades on the exams and the quizzes.

→ Excels makes the calculations much easier than working things out yourself with a calculator. Depending on your understanding and skill with Excel, the formulas and equations are used to quickly compute both simple and complex equations using large amounts of data.

→ It works with almost every other piece of software in Microsoft Office, Excel spreadsheets can be easily added to Word documents and Power point presentations to create more visually dynamic reports.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Welcome to PowerPoint
5 tips for a simpler way to work
PowerPoint

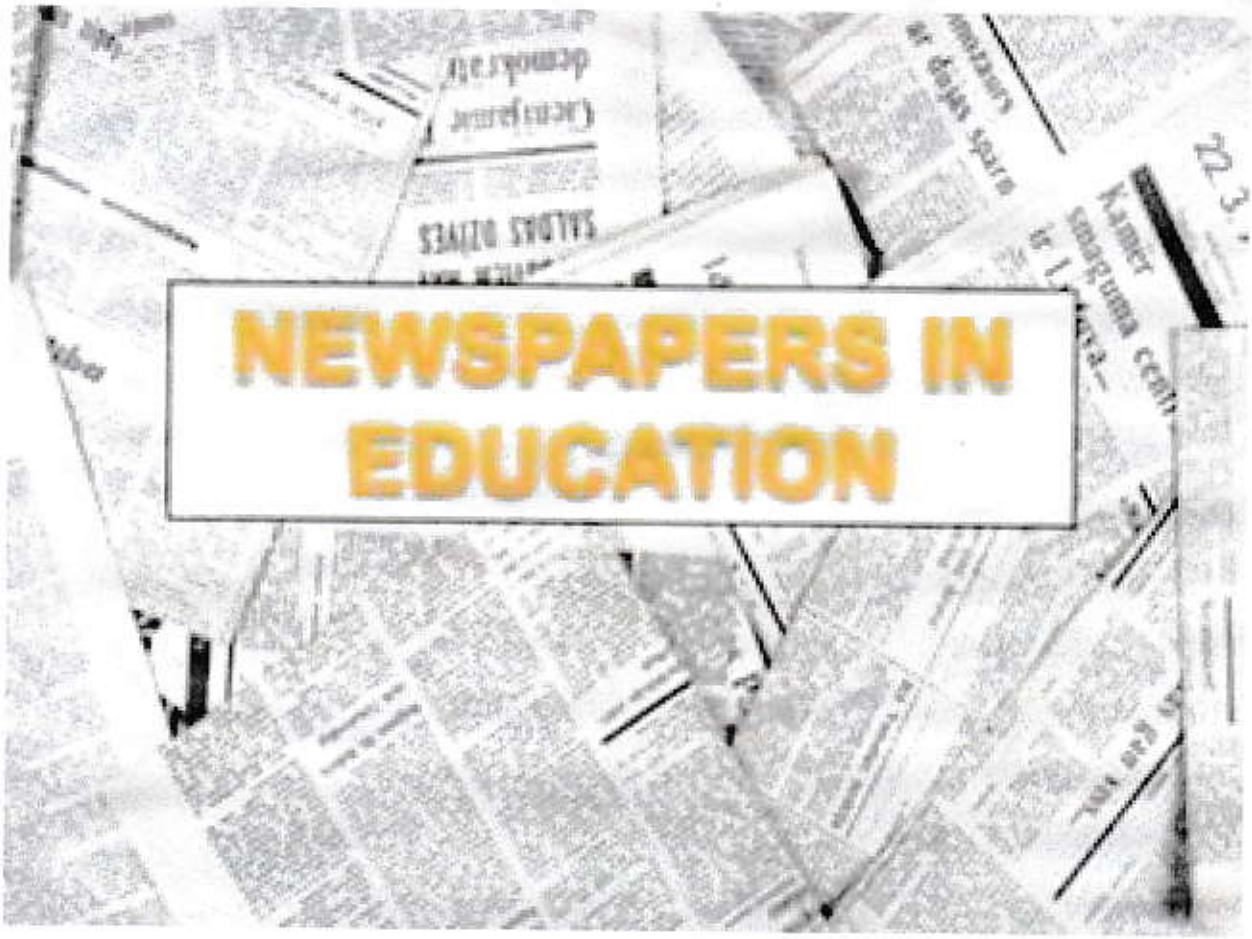
M.S POWERPOINT

→ Microsoft Powerpoint is a presentation program currently developed by ~~Mise~~ Microsoft, for use on both Microsoft ~~Windom~~ Window and Apple Macintosh operating systems. PowerPoint initially named "Presenter".

→ Microsoft's version of PowerPoint was officially launched on May 22, 1990, as a part of the Microsoft Office suite. Power Point is useful for helping develop the slide-based presentation programs available. Microsoft has also released the Power Point mobile application for use on Apple and Android mobile operating systems.

→ Power point incorporates the following features which make its superior to the other presentation methods —
(i) Slider transition (ii) Colour schemes and fonts.
(iii) Auto layout and masters (iv) adding pictures (v) adding multimedia effect (vi) Drawing on slides (vii) adding charts

→ Power point window elements are —
File bottom, Quick access tool bar, Title bar, Control bottom etc.


NEWSPAPERS IN
EDUCATION

Use of Newspaper in Education

Enhancing Reading Skills –
Newspapers provide a wide variety of article, stories and editorials that can help students improve their reading comprehension, vocabulary and critical thinking skills.

Current Events and News Awareness –
Newspaper offers real-time information about local, national and international events. By incorporating newspapers into the curriculum, educators can keep students informed about current affairs and encourage discussions on imp. topics.

Developing Analytical Skills –
Newspapers present different perspectives on issues, allowing students to analyse and ~~evalut~~ evaluate information critically. They can learn to identify bias detect reliable sources and form their own opinions ~~lar~~ based on evidence.


Oxford
Advanced Learner's
Hidden treasure
newsp pers

Promoting Media Literacy —
With the rise of digital media, it's crucial for students to develop media literacy skill. Newspaper can serve as a tangible and credible source of information, helping students understand the importance of fact-checking and distinguishing between reliable and unreliable sources.

Cultural and Global Awareness —
Newspapers cover a wide range of topic, including culture, arts, science and sports. By reading newspapers, students can gain insights into different cultures, communities, and perspectives from around the world.

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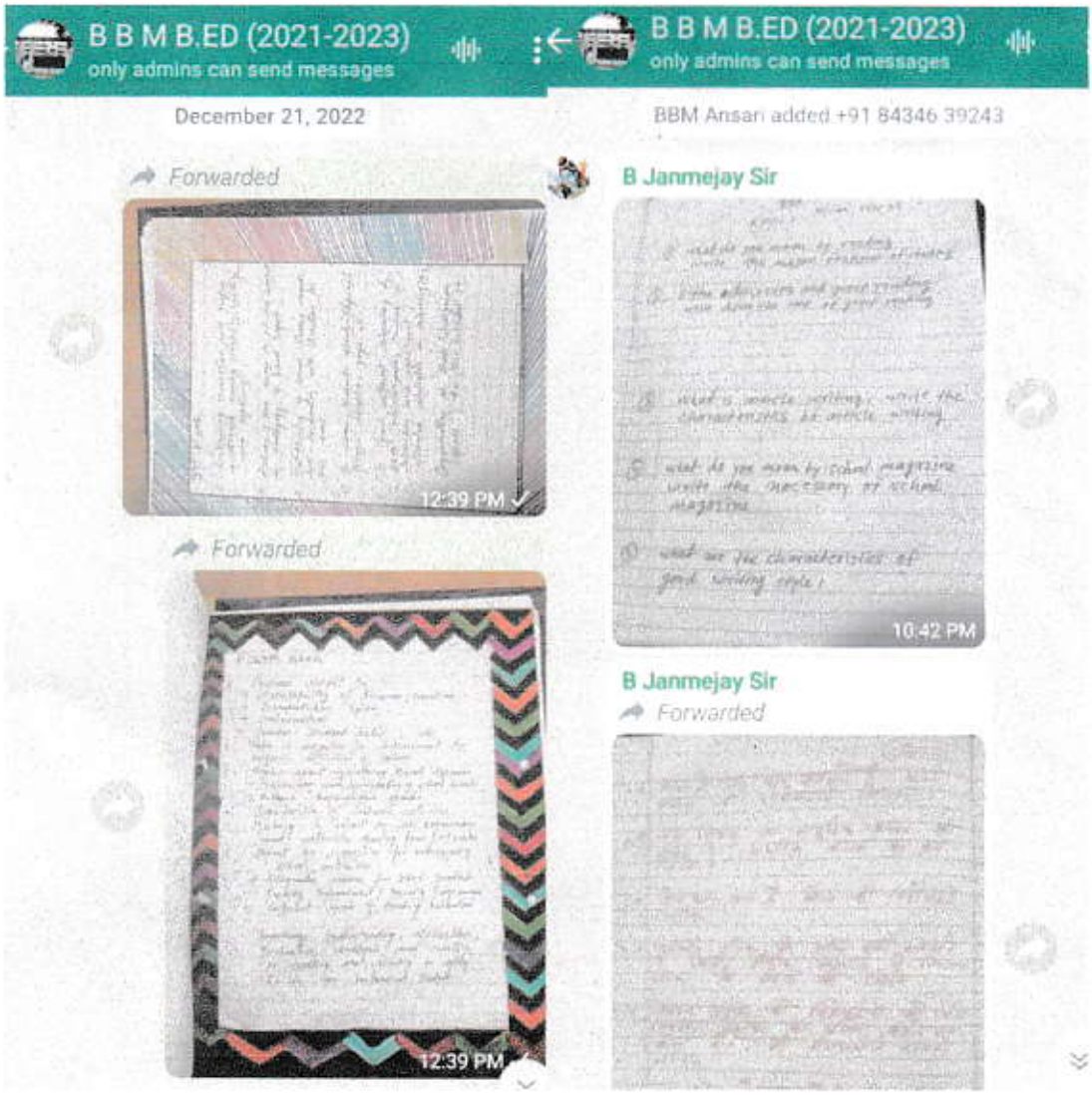
2.3.3 LANDING PAGE OF THE GATEWAY USED



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27	28	KAUSHAL KISHOR
28	29	MD ABU REHAN ANSARI
29	30	BABLU KUMAR MANJHEE
30	31	PRATIMA KUMARI
31	32	PRIYANKA KUMARI
32	33	SUYASH KUMAR LAL
33	35	AKASH KUMAR SEN
34	36	MANISH KUMAR
35	37	SHASHI PRABHA
36	38	SARASWATI DAS
37	39	AANCHAL KUMARI
38	40	YOGENDRA NATH SINGH
39	41	GUNJAN KUMAR
40	42	RAMBHAVATI KUMARI
41	44	PRAWEEN KUMAR
42	45	RENU KUMARI

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43	46	ANUKAMPA KUMARI
44	47	NIKITA MARANDI
45	48	BAHADOOR SHAH JAFAR
46	49	PRAKASH KUMAR MAHTO
47	50	GAYATRI KUMARI
48	51	SOMNATH NAYAK
49	52	REENA KUMARI
50	53	SONY KUMARI
51	54	PINKY PANDEY
52	55	RANJEET KUMAR MAHATO
53	56	FULCHAND MAHATO
54	57	KAVITA KUMARI
55	58	USHA BARA
56	59	USHA KUMARI
57	61	RAKESH KUMAR MAHATO
58	62	SANGEETA KUMARI
59	63	MAGDALENA TUDU
60	64	KUMARI RUPA MANDAL
61	65	SARITA KUMARI
62	66	ABHAY KUMAR PANDEY
63	67	RAVINDRA PRAJAPATI
64	68	SHYAM SUNDAR KUMAR
65	69	SHIVAM KUMAR SINGH DEO
66	70	AJAY KUMAR
67	72	MANIKA MAHATO
68	73	NITA KUMARI
69	74	PUJA PANDEY
70	75	KUMARI MALTI
71	76	TARA KUMARI
72	77	AMARJIT MAHATO
73	78	SUSHILA MAHATO
74	79	SUSHMA KUMARI
75	80	ANIL KUMAR
76	81	PUSHPA KUMARI
77	82	DEO SHANKAR MAHATO
78	83	SHWETA DEEP
79	84	ARCHANA KUMARI
80	85	SHREYA
81	86	SHRAWAN KUMAR
82	87	REEMA KUMARI
83	88	PREETI PRASAD
84	89	SANDEEP KUMAR MAHATO
85	90	SANDEEP KUMAR SAH
86	91	CHANCHALA KUMARI
87	92	RINKI RASHMI JAMUDA
88	93	DIKSHA JAISWAL
89	94	DIVYA KUMARI
90	95	MANISHA KUMARI
91	96	RADHIKA KUMARI

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