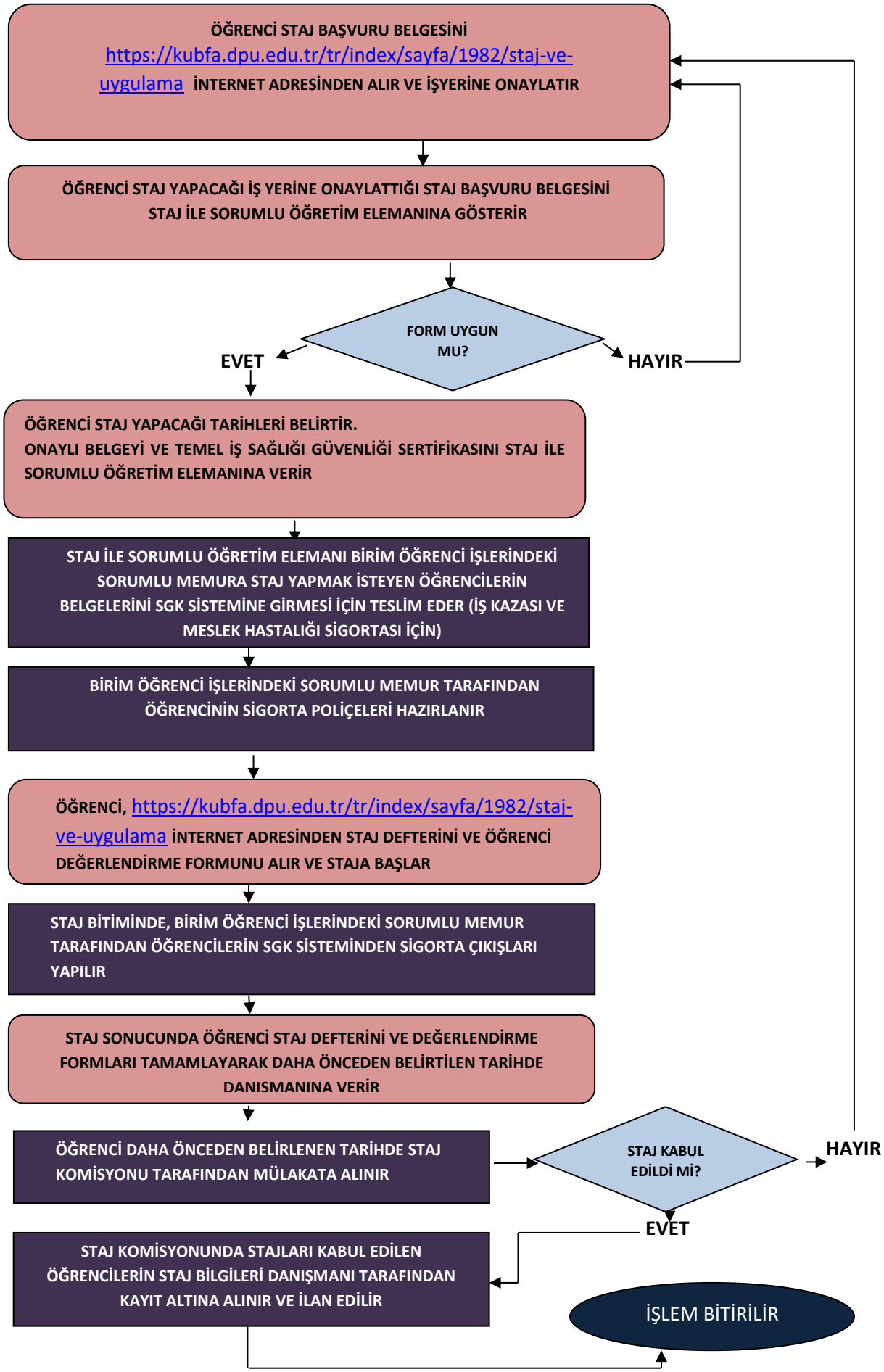STAJ İŞLEMLERİ