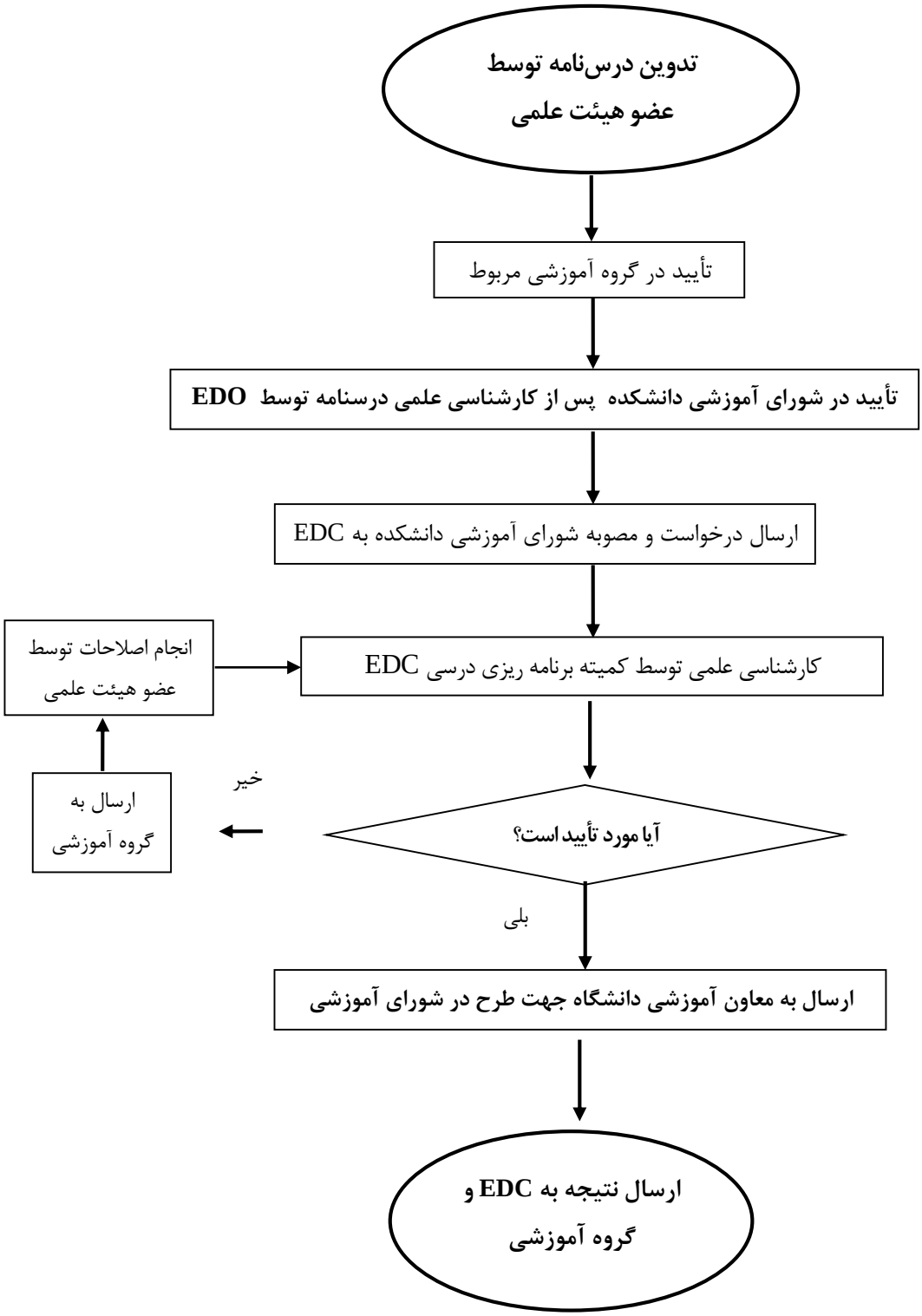فرآیند نگارش و تصویب درس‌نامه