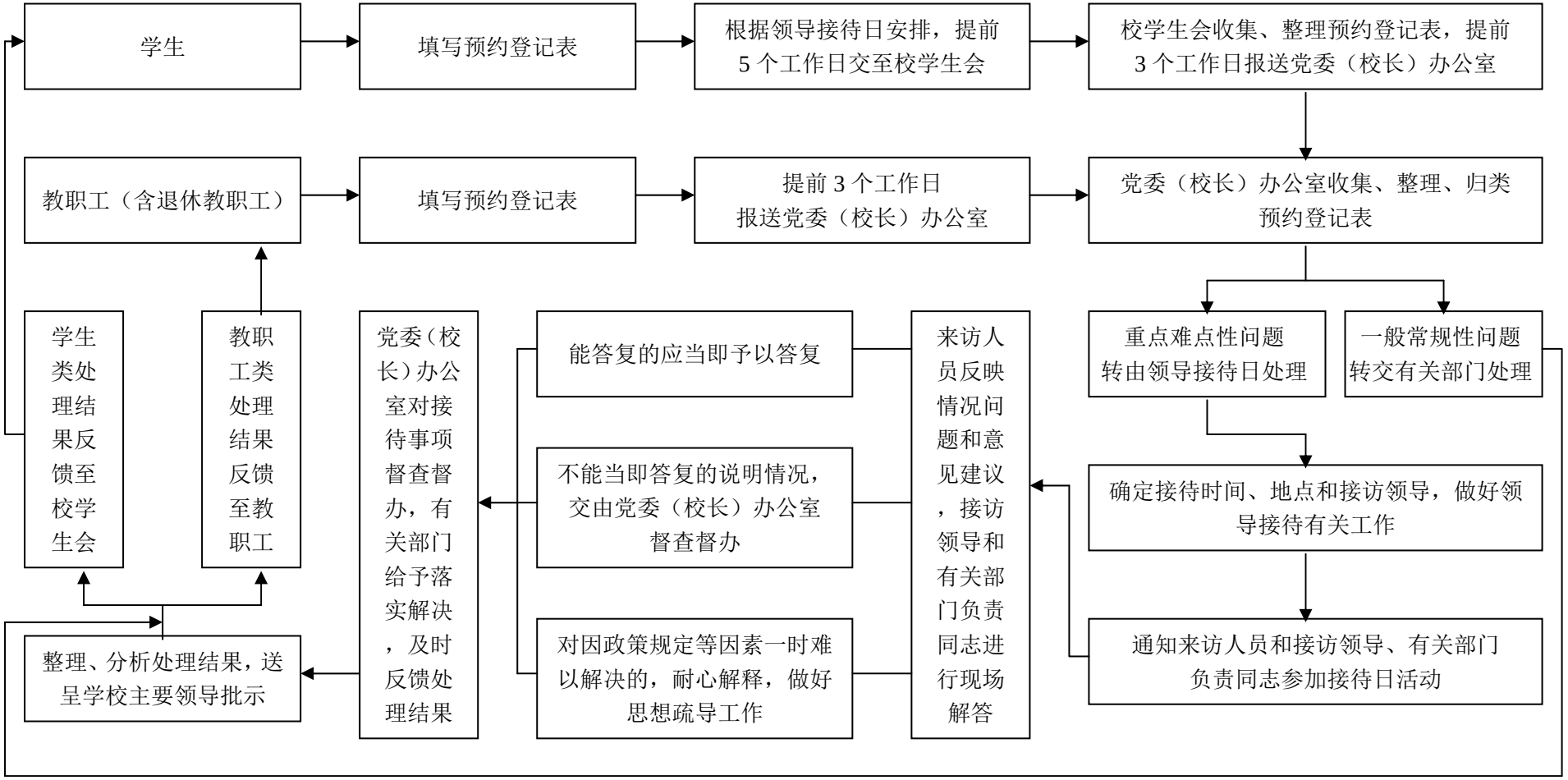景德镇陶瓷大学领导接待日工作流程