



POST GRADUATE DEPARTMENT OF COMPUTER SCIENCES

University of Kashmir, Srinagar-190006

NAAC Accredited Grade "A+"

NOTES

Minutes of the Departmental Committee Meeting held on 2nd January 2026

A Departmental Committee meeting was held on 2nd January 2026 at 2:30 pm under the chairmanship of the Head of the Department in his office chamber, and the following were present:

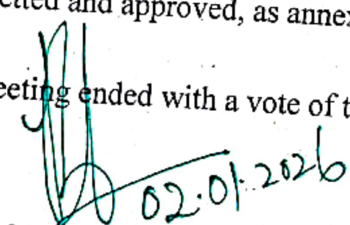
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|---------------------------|-------------------------|------------------|
| 1. Prof. Javaid Iqbal | Professor & HOD |in the Chair |
| 2. Prof. M. Arif Wani | Professor | |
| 3. Prof. Majid Zaman | Professor | |
| 4. Dr. Manzoor A. Chachoo | Scientist-D | |
| 5. Dr. Sajid Yousuf Bhat | Sr. Assistant Professor | |
| 6. Dr. Sajad M Khan | Scientist-B | |
| 7. Dr. Abid Sarwar | Sr. Assistant Professor | |

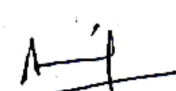
The following item was discussed and resolved as under:

Item - I

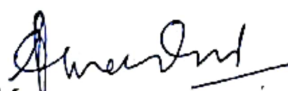
In light of letter No. F(Syllabus)DR/KU/25 dated 27-12-2025 regarding framing of syllabus for the post of Junior Lab Assistant for the purpose of conducting the screening test as advertised vide Notice No. 01 of 2025 dated 02-01-2025, the Departmental Committee framed the syllabus for the said post comprising 10 units, duly vetted and approved, as annexed in the Annexure-I to these minutes.

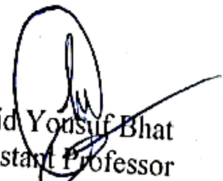
The meeting ended with a vote of thanks to the Chair.


Prof. Javaid Iqbal
Prof. & HOD


Prof. M. Arif Wani
Professor


Prof. Majid Zaman
Professor


Dr. Manzoor A. Chachoo
Scientist-D


Dr. Sajid Yousuf Bhat
Sr. Assistant Professor


Dr. Sajad M Khan
Scientist-B


Dr. Abid Sarwar
Sr. Assistant Professor

Syllabus for Junior Lab Assistant Post

(Annexure – I Minutes of the Departmental Committee Meeting held on 2nd January 2026)

UNIT-I: General Skills and Office Productivity

- General analytical and problem-solving skills
- Written and basic spoken English communication skills
- Hands-on experience with office productivity tools:
 - Word processors
 - Spreadsheets
 - Presentation software
- License management
- Documentation and record keeping of lab assets, software licenses, and inventories

UNIT-II: Operating Systems, Hardware, and Data Management

- Common Operating Systems (Windows, Linux basics)
- System and Database administration in a lab environment
- Basic hardware knowledge: desktops, laptops, peripherals (printers, scanners)
- Data backup and recovery
- Basic data security awareness

UNIT-III: Data Communication and Networking Fundamentals

- Bandwidth and latency
- Networking devices: switch, router – features and concepts
- Cabling standards: straight-through, crossover, rollover
- UTP/STP/Fiber cables

UNIT-IV: Ethernet, Wi-Fi, and Fiber Networks

- Basic concepts, operations, and connectors
- IP addressing and VLAN
- Static IP vs DHCP
- TCP/IP model
- Transport and application layer protocols
- LAN, WAN, SAN, and NAS
- Firewall basics

UNIT-V: Electrical and Power Systems

- Electrical connections
- Earthing
- Common electrical problems and troubleshooting
- Power supplies
- UPS: types, maintenance, and troubleshooting

UNIT-VI: Network Security, Access Control, and Incident Handling

- Proxy servers
- Firewalls
- iptables
- VPN management
- Basic incident handling and escalation procedures in lab or campus IT infrastructure

UNIT-VII: System Administration and Virtual Classroom Technologies

- Troubleshooting network issues (wired/wireless)
- System and network configuration
- Network printer configuration
- System administration or network management
- Virtual Classroom setup
- Collaboration tools: Zoom, TeamViewer, Meet, Webex etc.
- Handling different types of cameras and microphones
- Audio/video recording
- Multipoint Control Unit concepts
- Local and remote control of lecture theatres
- Live streaming of lectures over the web

UNIT-VIII: CCTV, Surveillance, and VOIP Systems

- CCTV architecture
- Types of cameras
- Retrieval of recordings
- Backup and recovery
- Concept of video analytics
- VOIP and telecommunication services
 - Server-based exchanges
 - Voice call concepts
 - Features of modern exchanges

UNIT-IX: Server Infrastructure and Cloud Awareness

- Server machines and components
- Salient features of server systems
- Cloud-based solutions (private/public cloud – basics)
- Network security solutions and mechanisms

UNIT-X: Web Programming, Hosting, and Security

- Working knowledge of Linux environments
 - Basic commands
 - User and permission management
 - Apache / web server setup
- Web technologies and databases: HTML, CSS, SQL, JavaScript, JSON
- Programming experience: C and Python basics
- Version control systems: Git (clone, commit, push, pull, branching basics)
- Website hosting and deployment
 - Hosting solutions
 - AWS/G-Cloud basics
 - Shared hosting vs cloud hosting
- Internet and Intranet services
 - VPN management
 - Proxy configuration
 - Web portal management
- Web security fundamentals
 - Common website attacks (SQL injection, XSS, CSRF, etc.)
 - Secure coding and mitigation techniques
- Web security and encryption
 - SSL/TLS
 - Key generation
 - Certificates
 - Hosting secure websites using HTTPS
 - Configuring SSH
 - Server monitoring and logging

[Handwritten signatures and dates]
02.01.26