Do's and Don'ts for students to utilize Skype facility

Do's:	Don'ts
- Use Skype as an additional source of communication along with MDB, Emails and telephonic conversations. - While creating Skype IDs, it is preferable to use VU ID as Skype name. - Send your Skype ID at respective course email through your VU email ID. - Use this facility in order to discuss Project related issues ONLY. - Use formal language while communicating through Skype. - Follow the announced time schedule strictly. - Request your supervisor to start group chat (if required) - Update the Skype version on regular intervals	- Send friend requests to supervisor through Skype as supervisor will send you the request after receiving your Skype ID via course email - Send any file/assignment through Skype. - Leave any messages on Skype other than scheduled time. - Use incongruous/inadequate language on Skype. - Unnecessarily protract/prolong Skype call/chat. - Make any video Call. - Create/Start group chat. - Use Symbols & Smiles.

Make Sure to read & follow the provided Do's & Don'ts while utilizing Skype Facility. In case of non-compliance, disciplinary action can be taken as per the rules & regulations of University.