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/Internship Report 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.