

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

<b>Do's:</b>	<b>Don'ts</b>
<ul style="list-style-type: none"><li>• Use Skype as an additional source of communication along with MDB, Emails and telephonic conversations.</li><li>• While creating Skype IDs, it is preferable to use VU ID as Skype name.</li><li>• Send your Skype ID at respective course email through your VU email ID.</li><li>• Use this facility in order to discuss Project/Internship Report related issues ONLY.</li><li>• Use formal language while communicating through Skype.</li><li>• Follow the announced time schedule strictly.</li><li>• Request your supervisor to start group chat (if required)</li><li>• Update the Skype version on regular intervals</li></ul>	<ul style="list-style-type: none"><li>• Send friend requests to supervisor through Skype as supervisor will send you the request after receiving your Skype ID via course email</li><li>• Send any file/assignment through Skype.</li><li>• Leave any messages on Skype other than scheduled time.</li><li>• Use incongruous/inadequate language on Skype.</li><li>• Unnecessarily protract/prolong Skype call/chat.</li><li>• Make any video Call.</li><li>• Create/Start group chat.</li><li>• Use Symbols &amp; Smiles.</li></ul>

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.