

## Do's and Don'ts for Students to Utilize Skype Facility

### Do's:

- Use Skype as an additional source of communication along with MDB, e-mails and telephonic conversations.
- While creating Skype IDs, it is preferable to use VU ID as Skype name.
- Send your Skype ID at respective course e-mail through your VU e-mail ID.
- Use this facility in order to discuss 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

### Don'ts

- Send friend requests to supervisor through Skype as supervisor will send you the request after receiving your Skype ID via course e-mail
- 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.