

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

Do's:	Don'ts
<ul style="list-style-type: none">• 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 course 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	<ul style="list-style-type: none">• 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.

