

Department of Management Sciences
SKYPE DO'S AND DON'TS FOR STUDENTS

Do's	Don'ts
<ol style="list-style-type: none">1. Use Skype as an additional source of communication along with MDB and Emails.2. While creating Skype IDs, use only VU ID as Skype name.3. Send your Skype ID at respective course email through your VU email ID.4. Use this facility in order to discuss course related issues ONLY.5. Use formal language while communicating through Skype.6. Follow the announced time schedule strictly.7. Request your teacher to start group chat (if required)8. Update the Skype version on regular intervals.	<ol style="list-style-type: none">1. Send friend request to teacher through Skype unless instructed/allowed by the teacher.2. Send any file/assignment through Skype unless instructed by the teacher.3. Leave any irrelevant messages on Skype.4. Use incongruous/inadequate language on Skype.5. Unnecessarily protract/prolong Skype call/chat.6. Make any video Call.7. Create/Start group chat.8. 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 the University.