

WhatsApp Usage Policy

Applicable for:

ULAB faculty or administrative members who receive monthly mobile data allowance from the University

Effective date:

1st October 2019

ULAB will use **WhatsApp** as an additional official communication channel. The advantages of WhatsApp are:

- confidential voice, video and text communication
- sharing of photos, sound recording, videos, internet links, etc
- messages are stored (unlike SMS)
- interactive message groups can be created for different purposes

Starting from **1st October 2019**, all relevant faculty or admin members will be required to do the following:

1. Download and activate the WhatsApp on your mobile phone, if not activated already
2. Use part of your mobile allowance to purchase a 4G mobile data package each month so that you are reachable by WhatsApp when you are out of WiFi range. A one gigabyte data package per month should be sufficient for ULAB communication purposes.
3. Keep WhatsApp active between 8 am and 8 pm every day

Policy approved by the Vice Chancellor on the date given below

Date: 20 September 2019