KeshavSoft — Online Meeting Instructions

📍 Platform

All official meetings, discussions, and reviews will be conducted through Google Meet. Each intern or team member will receive a meeting link prior to the scheduled session.

🌐 Connectivity Requirements

• A good quality broadband internet connection is mandatory to ensure smooth communication.

• Please ensure your connection is stable and test it before the meeting starts.

• In case of repeated network issues, you may be asked to reschedule or provide a recording of your update.

🔇 Audio & Noise Control

• Maintain complete silence in the background during the session.

• Use headphones with a mic if possible to reduce echo and disturbances.

• Keep your microphone muted unless you are speaking.

• Background noise or disturbances will not be tolerated during official calls.

📷 Camera Policy

• Camera usage is not mandatory.

• You may keep your camera turned off during the meeting unless otherwise instructed by your reporting manager.

📑 Attendance Protocol

• After joining the Google Meet session, each participant must type their full name and mobile number in the chat box.

• This is mandatory for attendance verification and meeting record purposes.

• Failure to do so may be considered as absence from the session.

☑️ Professional Conduct

• Be punctual. Join the Google Meet link at least 2 minutes before the scheduled time.

• Maintain professional language and behavior throughout the meeting.

• Keep all discussions focused on official topics only.

☎ Contact & References

- 🌐 Website: https://keshavsoft.com/
- 📄 Selection Details: https://keshavsoft.com/Interns/selection.html
- 📞 Contact Number: 9848163021