NEO CONVENT SR. SEC. SCHOOL, PASCHIM VIHAR, NEW DELHI – 63
CIRCULAR NO. 002/2024-25

Dear Parents,

You are well aware of the school website i.e. **www.neoconventschool.com**.
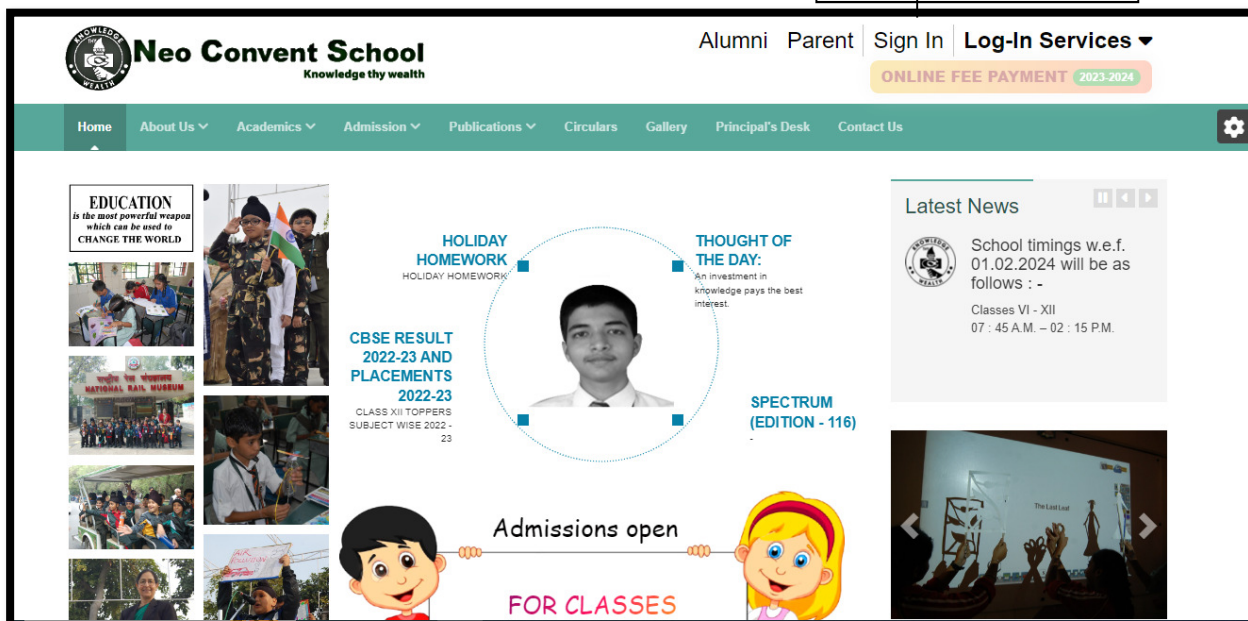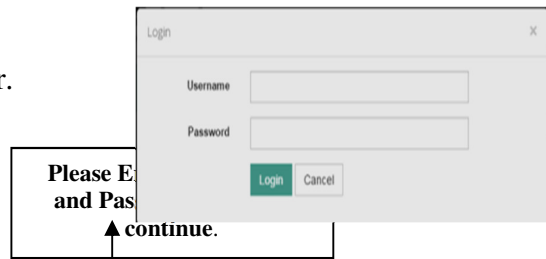
It is presumed that you must have visited your ward's school website and seen what all information is present in the form of Publications, circulars, syllabus, photographs of various events and the information of meritorious students etc. You will be glad to know that we have moved a step further towards **E-learning**.

We also have an interactive **student support** section on the internet. Before we proceed further I would like to emphasise that E-learning is not a substitute to class room teaching but only an aid or a helping hand for the child. This section will be of a help to you in the following ways:

1. It will allow you to interact directly with your ward's teacher through the Internet.
2. Help you monitor your ward's academic progress.
3. Send and receive messages from your ward's teachers.
4. Know what your ward has been taught in the class and the assignments.
5. To pay your ward's fee online.

A brief explanation on how to go about the **"Student Support"**
Section:

- Open-up http://www.neoconventschool.com in your browser.
- The Home page will be displayed.
- You will see the following menu on the top of the Home page screen. A number of links will be visible.

Please E...
and Pas...
▲ continue.

Fill in the User ID which is your ward's unique **school ID number** for e.g. 105/2024. Then enter your ward's password which is provided to you on your registered mobile number. This again is **confidential and please keep it safe and secure**. Do not disclose it to one and all. If the password is forgotten then you will not be able to login. You are advised to change it from the "Change Password" option from the control panel to one which is easier to remember.

This user ID will not be changed till he/she is a registered student of the school. Kindly ensure that password will not be misused.

- After entering your authentication details the under mentioned screen will be visible.

- **The option given on the screen are self explanatory and will allow you to**

1. **View the "Recent Updates" by the teachers.**
2. **View "Messages"" sent for your ward/you by the teachers.**
3. **View "Academic Progress Graph" of your ward in different exams.**
4. **View and download Study Material in form of synopsis, lectures, Important parts of Ongoing chapters, Assignments , Syllabus & Circulars etc.**
5. **View Personal Details of your ward's teachers.**
6. **Download Question Papers and Answer Sheets of different exams held.**
7. **"Control Panel" where you can Change your Password, Send a request for any change in your contact details etc., to the class teacher.**
8. **View class room lectures.**
9. **To view online test portal.**
10. **Live chat.**

DATE : 23.03.24   **PRINCIPAL**

www.neoconventschool.com