

Activity Fees Online Payment Procedures

1> Accessing the System:

To access the IRP system use the login link :

<https://198.74.52.49:8443/hrcIIRP/startup.do>



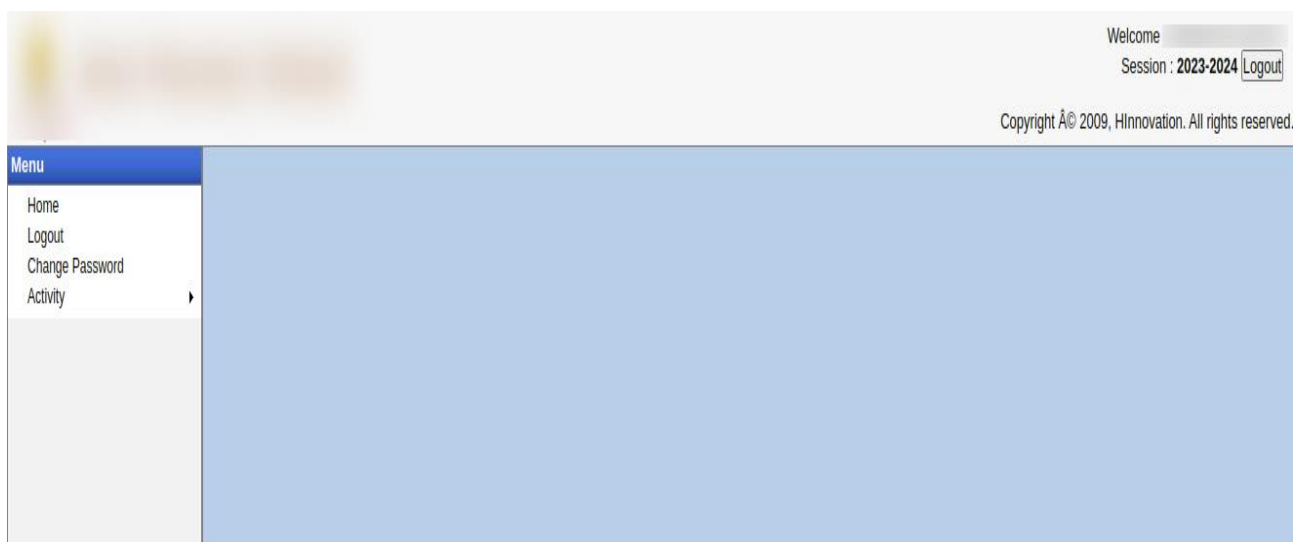
The login form is titled "Login" and is set against a light blue background. It contains the following fields and buttons:

- Institute** : A dropdown menu with "Sri Aurobindo Institute of Culture" selected.
- Session** : A dropdown menu with "2023-2024" selected.
- User Code** : A text input field.
- User Name** : A text input field.
- Password** : A text input field.
- Forgot Password** : A button located below the password field.
- Login** : A button located to the right of the "Forgot Password" button.

On the login screen, select **Sri Aurobindo Institute of Culture** as a institute from the ***Institute*** dropdown options, and enter your ***User Code*** (CSA& Tutorial: School ID, Cultural: Mobile No.) and ***Password*** in the specified fields for successful login. Please note that default password is "**saioc**".

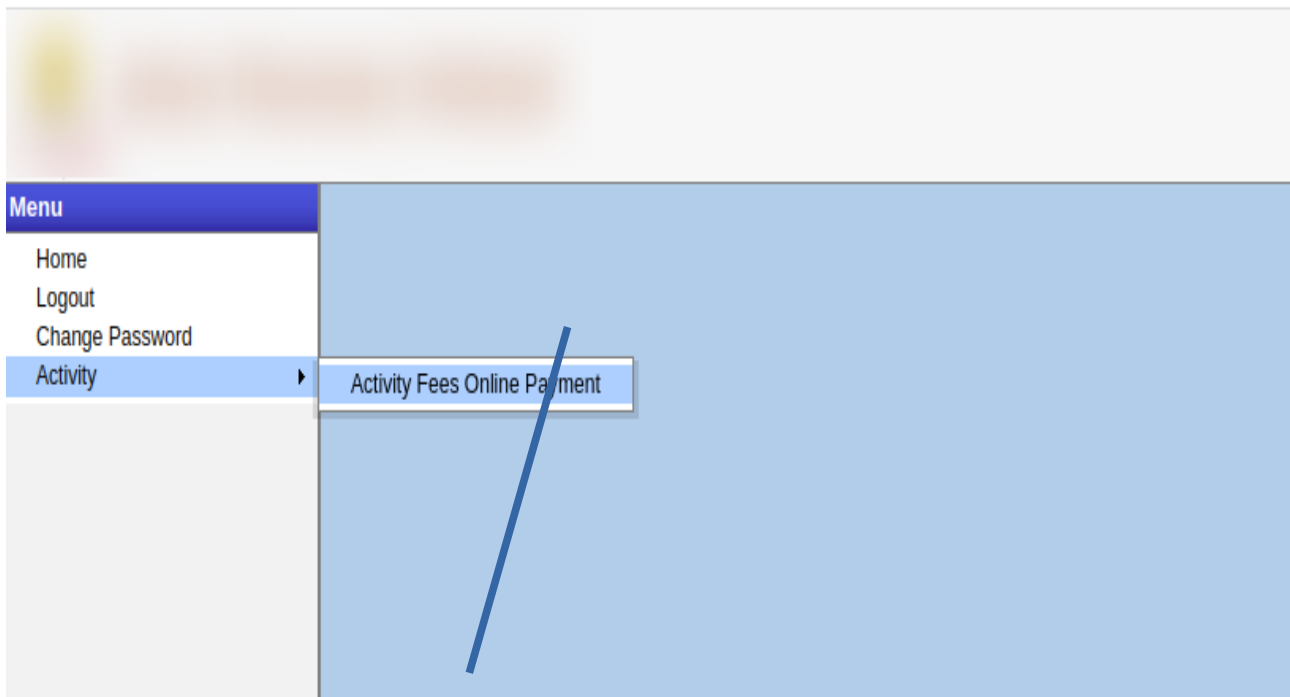
2> Navigating the Menu Screen:

Upon successful login, you will be directed to the Menu screen.



The menu screen features a light blue background. In the top right corner, it displays "Welcome" followed by a greyed-out username, "Session : 2023-2024", and a "Logout" button. Below this, a copyright notice reads "Copyright © 2009, HInnovation. All rights reserved." On the left side, there is a vertical menu with a blue header labeled "Menu". The menu items are "Home", "Logout", "Change Password", and "Activity", with a right-pointing arrow next to "Activity". The main content area of the screen is a large, empty light blue rectangle.

3> Make Payment:



Click on *Activity Fees Online Payment* option to initiate your fees payment.

You'll be directed to a screen where you can see all the pending fees. Select the desired pending fees by clicking on the specified checkbox and then click on *Make Payment* button.

The screenshot shows the 'Fees Online Payment' form. At the top, there is a header 'Fees Online Payment'. Below it, there is a form with the following fields:

- Subject Name : Geography, Football
- Name : [Text Box]
- Date of Birth : -
- Father's Name : [Text Box]
- Mobile No. : [Text Box]
- Mother's Name : [Text Box]

Below the form, there is a table with the following columns: Category, Select, Srl, Pending Fees, and Select.

Category	Select	Srl	Pending Fees	Select
Tutorial	<input checked="" type="checkbox"/>	1	January - CSA	<input checked="" type="checkbox"/>
CSA	<input checked="" type="checkbox"/>	2	February - CSA	<input type="checkbox"/>
		3	March - Tutorial	<input type="checkbox"/>
		4	March - CSA	<input type="checkbox"/>

Below the table, there is a form with the following fields:

- Amount : 30
- View Previous Payment(s)
- View Fees Breakup
- Make Payment
- Clear

You will then be directed to the payment gateway.

SRI AUROBINDO INSTITUTE OF CULTURE

Transaction times out in 14:43 mins

English



Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :  

Card Number

Expiry Date

CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR (Total Amount Payable)

Make Payment


Cancel






ORDER DETAILS

Order #:

Order Amount

Total Amount INR :

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Select a payment option from the left-hand menu, enter the required data, and then click on ***Make Payment*** button to finalize the payment.

4> Viewing Previous Payment & Receipt Generation:

Fees Online Payment

Subject Name : Geography, Football

Name :

Date of Birth : -

Father's Name :

Mobile No. :

Mother's Name :

Category	Select
Tutorial	<input checked="" type="checkbox"/>
CSA	<input checked="" type="checkbox"/>

Srl	Pending Fees	Select
1	January - CSA	<input checked="" type="checkbox"/>
2	February - CSA	<input type="checkbox"/>
3	March - Tutorial	<input type="checkbox"/>
4	March - CSA	<input type="checkbox"/>

Amount : 30

View Fees Breakup

View Previous Payment(s)

Make Payment

Clear

Click on ***View Previous Payment(s)*** button to see previous payment(s).

(the following screen will appear)

Srl	Status	Amount	Date	Paid By	Payment Details	
1	January	2030	Sat Jan 27 14:19:48	Online Payment	313010905848	<input checked="" type="checkbox"/>

On the subsequent screen, select session from the dropdown options, then click on the ***Load*** button to see the entire payment list for that particular session. To generate a fees receipt, select the checkbox next to the payment and then click on ***Print*** button.

5> Changing Password (Optional)

After successful login, it is mandatory to change your default password. Click on ***Change Password*** option under **Menu**.

(the following screen will appear)

On the subsequent screen, enter "**saio**c" as the ***Old Password*** and enter your ***New Password*** and ***Confirm Password*** in the specified fields to change the password successfully.

Thank you for using the VPA Online Payment System
