

Ouriginal

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u6262\_registrat

Welcome

Units

- U0262 - Kalinga University

Ouriginal

- About URKUND
- Support
- Manuals and Folders
- Student FAQ

URKUND Support:  
support@urkund.se  
+46 (0)8 738 52 10

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File Explorer: CGPURC GUIDE LIST.xlsx, Letter.docx, PH.D.jpg

Taskbar: Windows icons, system tray (2:12 PM, 6/6/2021)

*Handwritten signature*  
Research Cell  
Kalinga University, Raipur (C.G.)





e-Galactic

ORIGINAL LICENCE AGREEMENT

Customer Information

Customer (Company/educational organisation/school)	KALINGA UNIVERSITY
Billing Address	Registrar Kalinga University Kotni village, Near mantralaya, Naya Raipur, Chhattisgarh - 492101 India
Contact Person Name	Mr. Omprakash Dewangan
Contact Person Email	<a href="mailto:Omprakash.dewangan@kalingauniversity.ac.in">Omprakash.dewangan@kalingauniversity.ac.in</a>
Contact Person Phone / Mobile	7024133429
Contact Person Address	Same as above

Specification

Particulars	Total in INR
Licence OURIGINAL Basic, 12 months for a maximum of 2000 documents including web training and URSA Major Access	2,39,993/-

**Additional GST @ 18% would be applied on the above**

+18%

This offer is valid for a period of 60 days.

Licence Period (Renewal): 20 <sup>th</sup> March 2022
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Signature

Signature	Signature
For Institute:	For eGalactic: Nisha Sarda
Institute Details:	eGalactic B - 302, Supreme Palms, Balewadi, Pune - 411045
Date:	Date: 8 <sup>th</sup> Feb, 2022
City / Town:	City / Town: Pune
	Contact Details: <a href="mailto:prakash.sarda@egalactic.in">prakash.sarda@egalactic.in</a>

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Kalinga University, Raipur (C.G.)





e-Galactic

B - 302, Supreme Palms,  
Balewadi,  
Pune - 411045  
Phone: +919689889311  
Email: nishasarda@egalactic.in

Invoice

INVOICE NO: 2020/EG/0094  
DATE: 16-Feb-21

**Customer Information**  
Kalinga University  
Kotni,  
Near Mantralaya,  
Naya Raipur,  
Chattisgarh - 492101

Client GST No.: NA

S.No.	Particulars	Tax rate	Amount
1	URKUND Anti Plagiairism Licenses for a maximum of 2000 Documents for a period of 12 months with URSA Minor Access		206079
	IGST @ 18%	18%	37094
<b>TOTAL</b>			<b>243173</b>

Amount in words :Rupees two lakhs forty-three thousand one hundred seventy-three only.

**E & OE**

1. Payment within 10 days from invoice date
2. Cheque to be issued in favor of "eGalactic"
3. HDFC Bank, Account No: 50200032330418
4. IFS Code: HDFC0000223
5. PAN No. AVRPS3430L
6. GST No: 27AVRPS3430L3ZW
7. HSN Code: 998399

FOR eGalactic  
NISHA  
SARDA  
Digitally signed by NISHA SARDAR  
Date: 2021.02.16 17:31:12 +05'30'  
Authorised Signatory

  
Research Cell  
Kalinga University, Raipur (C.G.)



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e-Galactic

B - 302, Supreme Palms,  
Balewadi,  
Pune - 411045  
Phone: +919689889311  
Email: nishasarda@egalactic.in

Invoice

INVOICE NO: 2020/EG/0105  
DATE: 5-Mar-21

**Customer Information**  
Kalinga University  
Kotni,  
Near Mantralaya,  
Naya Raipur,  
Chattisgarh - 492101

Client GST No.: NA

S.No.	Particulars	Tax rate	Amount
1	URKUND Anti Plagiarism Licenses for a maximum of 2000 Documents for a period of 12 months for the differential amount for URSA Major Access		29000
	IGST @ 18%	18%	5220
<b>TOTAL</b>			<b>34220</b>

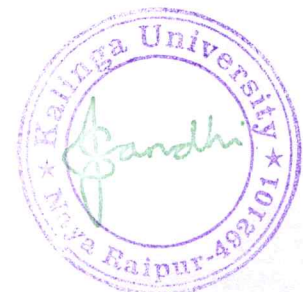
Amount in words :Rupees thirty-four thousand two hundred twenty only.

E & OE

FOR eGalactic  
NISHA Digitally signed by  
NISHA SARDHA  
SARDA Date: 2021.03.05  
13:05:38 +05'30'  
Authorised Signatory

1. Cheque to be issued in favor of "eGalactic"
2. HDFC Bank, Account No: 50200032330418
3. IFS Code: HDFC0000223
4. PAN No. AVRPS3430L
5. GST No: 27AVRPS3430L3ZW
6. HSN Code: 998399

*Nand G*  
**Research Cell**  
Kalinga University, Raipur (C.G.)



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e-Galactic

B - 302, Supreme Palms,  
Balewadi,  
Pune - 411045  
Phone: +919689889311  
Email: nishasarda@egalactic.in

Invoice

INVOICE NO: 2020/EG/0105

DATE: 5-Mar-21

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TOTAL			34220

Amount in words :Rupees thirty-four thousand two hundred twenty only.

E & OE

FOR eGalactic  
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SARDA NISHA SARDA  
Date: 2021.03.05  
13:05:38 +05'30'  
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## OURIGINAL - License Agreement Terms & Conditions

### 1. Introduction

These terms & conditions regulate the relationship between eGalactic (the provider of the service OURIGINAL, hereafter referred to as EGALACTIC; the service is referred to as "the OURIGINAL services") and the subscribing licence holder (hereafter referred to as *The Customer*). The terms & conditions apply to the agreement that *The Customer* concludes with EGALACTIC for the use of the anti-plagiarism services called "the OURIGINAL services". It is the obligation of *The Customer* to relay these terms of use to the individual users within *The Customer's* organisation. Unless specifically stated otherwise in the customer agreement, these terms & conditions supersede any other conflicting terms & conditions including terms & conditions between any reseller of OURIGINAL and *The Customer*.

### 2. Definition and use of the OURIGINAL services

The OURIGINAL services are all the services related to OURIGINAL such as the services "automatic control", "manual control", "web service" and "admin interface" etc. as defined at <http://www.ouriginal.com>. EGALACTIC can modify the content of the OURIGINAL services, change or modify the search system, add new services and close services without prior notification to *The Customer*. EGALACTIC declines all liability arising from such measures. The rights to use the OURIGINAL services accrue to *The Customer* as defined in these terms & conditions and in the customer agreement. If *The Customer* is a school, the right is accrued to the staff at that school; if *The Customer* is a department of a school, the right is accrued to the staff of that department. If *The Customer* is a business corporation or a government department, the right accrues to those that upon agreement with EGALACTIC have been granted access to the OURIGINAL services. EGALACTIC has the right to restrict *The Customer's* use of the OURIGINAL services immediately for use outside those intended. EGALACTIC also has the right to deny the creation of, or disable already created, user accounts if EGALACTIC suspects that they are used or will be used by someone outside of the organisation, e.g. if the email addresses which the user account is based on differ from the organisation's standard email format. If a limit of the number of submitted documents is set, the number of documents allowed to be sent by *The Customer* during the licence period is regulated in the customer agreement. A document is defined as a single text computer file (pdf, .doc, .docx etc) of maximum 20MB. A zip file containing one pdf will be counted as one document; a zip file containing five pdfs will be counted as five documents. The maximum number of characters per document is sixty thousand. If a limit of the number of submitted documents is set, it is the responsibility of EGALACTIC to notify *The Customer* when the document limit is reached. *The Customer* will need to renew the agreement upon reaching the document limit if they wish to have continued access to the service. It is *The Customer's* responsibility to report documents that they do not agree to count into the document limit (e.g. missing reports, corrupt documents etc.) before the contract is due for renewal. "Unlimited use" of EGALACTIC's system means that *The Customer* can use the service however often they desire, unless breaking the clauses outlined in these terms of service and without relinquishing responsibility that the system is not abused. Should EGALACTIC discover that the relation between the number of submitters stated in the contract and the number of documents submitted is abnormally high, *The Customer* is obligated to help EGALACTIC find the reason or source and help remedy the situation. If *The Customer* neglects to do so or if the situation is deemed by EGALACTIC to be urgent, EGALACTIC reserves the right to restrict the access to the system with immediate effect. The number of documents submitted for analysis under an unlimited licence must correspond to "fair use", i.e. to be reasonable in that the number of submitted documents is to be in line with what can be reasonably expected to have been produced by the number of students for which the customer is licensing Ouriginal. Normal usage is defined based on statistics of the current usage of Ouriginal. The document per student ratio is perceived to be normal if it is within the interval 0-15 documents/student/year. Should the number of documents submitted to Ouriginal exceed this interval, EGALACTIC reserves the right to request a written confirmation from *The Customer* to confirm that documents submitted are documents that have been produced within the licensed department and within the licensed period according to clause 5. EGALACTIC may also investigate the matter by carrying out a review of documents submitted to Ouriginal during the licence period. Deviations may be considered as breach of contract and shall be settled by adjusted license size and reimbursement to EGALACTIC for over usage.

### 3. Limitation of liability

The OURIGINAL services will be provided to *The Customer* "as is" and "as available". This means that EGALACTIC does not guarantee *The Customer* that data or the OURIGINAL services will correspond to the needs or expectations of *The Customer*, that usage of the OURIGINAL services will be without interruption or without error and that these, in that case, will or could be corrected. EGALACTIC's liability is limited to direct damages and only if caused through EGALACTIC's negligence. EGALACTIC's responsibility is limited to direct losses and cannot be extended to consequential or indirect damages such as anticipated loss of revenue, cost of capital, loss of time or cost of substitute services. Furthermore, EGALACTIC's liability can never exceed the amount invoiced *The Customer* during the last invoicing period. Nor does EGALACTIC accept any liability for the consequences of use or misuse of its reports or published recommendations and advice. EGALACTIC shall be considered as exempt of compensation claims and other consequences if EGALACTIC has not been able to fulfil their obligations due to circumstances outside EGALACTIC's control or circumstances that could not be anticipated ('*force majeure*' or '*an act of god*'). Exonerating circumstances like these are mainly, but not limited to, industrial actions, war, fire, lightning, earthquake, government legislation or other public rules and regulations.

### 4. Implementation and support thereof

a) EGALACTIC does not monitor *The Customer's* progress of implementing the use of the service. Upon signing a contract, EGALACTIC shall send *The Customer* instructions on how to start using the service. If *The Customer* needs additional explanations, it is *The Customer's* obligation to contact EGALACTIC to request such support.

b) *The Customer* must be aware that the support EGALACTIC can give to *The Customer* is limited to what can be configured on the systems which OURIGINAL controls, such as OURIGINAL-settings or plug-ins / integrations that have been created or commissioned by OURIGINAL. EGALACTIC does not commit to developing additional functionality or changing or adjusting the current system to accommodate the needs or requests of a specific customer.

c) Any configuration of installed plugins in *The Customer's* own IT environment must be done by *The Customer* itself or by *The Customer's* IT providers. If support is needed from OURIGINAL to configure *The Customer's* own IT environment, EGALACTIC shall charge *The Customer* an hourly rate of 110 EUR for this; however, EGALACTIC may choose to decline such support if it is not commercially able to provide it or if it is not viable to provide this support. In case on-site support from EGALACTIC is required, *The Customer* will be liable for travel expenses as well as the hourly rate.

d) If EGALACTIC deems a support issue to be related to problems in the settings, configurations of *The Customer's* own IT environment, or due to faults therein, EGALACTIC shall inform *The Customer* of this but shall not be bound to support *The Customer* with these issues.

e) If *The Customer* requests support that EGALACTIC deems be related to *The Customer's* incorrect use of the service, EGALACTIC shall only be bound to supporting *The Customer* to understand the correct methods of using the system. EGALACTIC is not bound to support customers that wish to use the system in ways that are not recommended by EGALACTIC. Usage of the system that is against OURIGINAL's terms and conditions will be treated as per the terms and conditions.

  
Research Cell  
Kalinga University, Raipur (C.G.)





## 5. Customer's obligations

*The Customer* agrees to act so that the OURIGINAL services are not used in contravention of the terms & conditions of this agreement or applicable law. *The Customer* agrees not to reveal usernames and passwords to unauthorised persons and not to store documents containing information with usernames and passwords in such a way that unauthorised persons can access them. *The Customer* agrees to contact EGALACTIC if it is suspected that unauthorised persons have gained knowledge of *The Customer's* username and password. *The Customer* is responsible for updates of new users and furthermore to make sure that only authorised users have access to the OURIGINAL services. For this purpose, it is possible to use the administration tool provided by EGALACTIC, or through contact with EGALACTIC. EGALACTIC can supply a complete list of users up to twice a year and add/delete teachers' accounts according to *The Customer's* request. *The Customer* is responsible in their own name and on their own behalf for the material which is sent to the OURIGINAL services and, that the content of the said material is not in contravention with international law or other applicable regulations. *The Customer* is only allowed to check documents that are produced within the licensed department within the licensed period. Furthermore, *The Customer* may not deliberately send files that are not suitable for text plagiarism detection such as (but not limited to) files infected with a virus, corrupted files, unsupported file formats, documents containing no text or very small portions of text or other types of fragments of documents. For any additional use, *The Customer* must contact EGALACTIC to agree on this use. *The Customer* shall indemnify EGALACTIC from claims originating from third parties due to the content in, or the use of, the OURIGINAL services.

## 6. The individual user's responsibility

- a) The terms of use for individual users and administrators are comprised of these general terms of the agreement and are accepted by *The Customer* through connecting to the service. It is the responsibility of each user to adhere to these terms.
- b) Individual users who register for a user account must be aware that this is personal in the sense that an individual user is not entitled to give people outside the organisation that constitutes *The Customer* (including students within or outside the licensing organisation), access to the user account in any way, for example, by lending it or giving it to someone, through negligence, by disclosing or otherwise disseminating username and password. Individual users must not use the OURIGINAL services in a way that conflicts with the use of the OURIGINAL services of EGALACTIC's other customers, e.g. by "pre-checking" documents on behalf of a student before they submit it at another university. Students may only be given a plagiarism report if the receiving teacher/user decides to share it.
- c) Individual users own only the right to partake of the sources through the OURIGINAL services for the explicit purpose of controlling if matches found by the OURIGINAL services also appear in the submitted student documents. Use of sources other than for the described purpose is not permitted.
- d) In the unlikely event that the user or administrator, through malfunction, unforeseen loopholes or through any other circumstances would receive or find access to information or settings not belonging to their personal user account or institution, the user is obligated to notify EGALACTIC immediately. The user must be aware that the information in this case may be confidential and that any unauthorised use, dissemination of the information or changing of settings is strictly prohibited.
- e) Individual users are entitled to make printouts of documents submitted as part of the normal process where any plagiarism is revealed. No other use of prints from the OURIGINAL services is allowed.
- f) Individual users are, through their use of the OURIGINAL services, obligated to treat any personal information that can emerge in such a way that they in no way lead to injury or discomfort to the person in question and also to treat this data in a way that is according to local, EU and international law.
- g) Individual users should be aware that the OURIGINAL services, through the analysis, never determine what constitutes plagiarism. The assessment related to whether the controlled text is supposed to be considered to be plagiarised or not is done entirely by the individual user in accordance with the rules and recommendations given by *The Customer's* own organisation.

## 7. Management of systems, maintenance and control

EGALACTIC will normally schedule planned maintenance in the technical environment between 6:00 pm (18:00) on Fridays and 06:00 am on Mondays (UTC/GMT + 1h). EGALACTIC continuously monitors the technical environment and will initiate work to resolve problems within eight hours after they are brought to EGALACTIC's attention by the automatic monitoring system or reported by *The Customer*. EGALACTIC reserves the right to be continuously developing and improving the technical environment. In those instances where this affects *The Customer's* use of the anti-plagiarism services, EGALACTIC shall be exempt of any claims of damages. Interruptions of the OURIGINAL services extending beyond 14 days permits *The Customer* to: (1) within seven days, during the period of service interruption or after the OURIGINAL services has been restored to cancel this agreement with immediate effect, or (2) within seven days, during the period of service interruption or after the OURIGINAL services has been restored to prolong the subscription period defined in this agreement by a period equal to the length of the service interruption.

## 8. Copyright

Copyright shall be respected in accordance with applicable law. *The Customer* shall only use the OURIGINAL services in the manner prescribed by EGALACTIC and for the express purpose of preventing and controlling plagiarism. *The Customer* grants EGALACTIC the right to archive the material that has been made available to the OURIGINAL services, to use the said material as part of the OURIGINAL services in accordance with the settings that *The Customer* has chosen. Any other use of the material must not be in breach of applicable copyright law or this agreement. The copyright holder has the right, and must be given the possibility to withhold their material from being used as material of comparison in the OURIGINAL services. Execution of this right will result in the material being analysed and archived but it will not be searchable through the OURIGINAL services. EGALACTIC does not at any time claim ownership over documents, statistics or data generated by *The Customer's* use of the service. EGALACTIC makes all reasonable efforts to keep such information secret through logging all activity in the system as well as other security measures such as (but not limited to) firewalls, system hierarchy and actual physical protection. All data generated by *The Customer* by using the system is entirely owned by *The Customer* both during the licence period and after the licence period has ended, regardless of whether the service has been terminated by *The Customer* or by EGALACTIC. Searches in OURIGINAL's repository/archive only take place when a plagiarism report is generated. There is no possibility for *The Customer*, another client or even OURIGINAL's staff to find documents by searching for content, browsing or sorting information in the repository/archive.

  
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#### 9. Stored material

Material that has been sent to the OURIGINAL services will be stored within the system. Under no circumstances will EGALACTIC have the right to resell or in any way redistribute the material. Moreover, the material can never be provided to a third party without a written consent from *The Customer*. All use of the stored documents must be in accordance with the settings that *The Customer* has chosen. Upon request from *The Customer*, EGALACTIC will delete any document sent to *The Customer* unit. When requesting deletion of documents, the request must come from an authorised contact and document ID-numbers for each document must be provided to EGALACTIC.

#### 10. Protection of customer integrity

EGALACTIC does not have the right, to sell, lease or in any way disclose to any third party any statistics or information about the number of detected occurrences of similarities against the sources of the OURIGINAL services in the material submitted by a specific customer. Analysis reports are deleted after 25 months or when requested by *The Customer*. For European customers, personal data is as of the 25th of May 2018 treated in accordance with European Union Regulation EU 2016/679.

#### 11. Sources

To preserve the preventive effect that is generated from the sources that the OURIGINAL services search, it is important that not all sources are made known to the public. Therefore EGALACTIC does not undertake to compile a complete list of accessible sources, neither to *The Customer*, nor to any other interested parties. Sources can be presented if EGALACTIC regards it not to have a negative impact on the preventive effect.

#### 12. Termination of the service

This agreement shall remain in force throughout the period that *The Customer* subscribes to the OURIGINAL services and until *The Customer's* access to the service is closed. The subscription period for the OURIGINAL services is normally 12 months or, if a limit of the number of submitted documents is set and regulated in the customer agreement, until document limit is reached, unless the agreement states otherwise. Unless agreed otherwise, the licence will renew automatically each period until cancelled by *The Customer* or by EGALACTIC no later than three (3) months before the end of the active subscription period: if not, the cancellation will come in to effect at the end of the following subscription period. EGALACTIC reserves the right to cancel a subscription as of the renewal date of an ongoing subscription. Furthermore, EGALACTIC has the right to terminate *The Customer's* use of and access to OURIGINAL's services immediately (and, if practicable, upon giving *The Customer* notice) in the event that *The Customer* breach any material term in this agreement or act in conflict with it. Not following payment obligations or misuse of username and password would constitute examples of such a breach. EGALACTIC has the right to monitor abuse of the service. If EGALACTIC detects that *The Customer's* use of OURIGINAL services is jeopardising the stability of the system or any system related to OURIGINAL services, EGALACTIC has the right to restrict with immediate effect *The Customer's* access to the services. EGALACTIC also has the right to restrict the access of *The Customer* if the number of documents sent to OURIGINAL services is substantially higher than what could be expected in relation to the number of students/users for which *The Customer* had stated in the current contract.

#### 13. Prices and price modifications

Prices are in general calculated according to size of *The Customer's* educational establishment; the size of the university is defined by the number of students. Licences are available to allow *The Customer* to use OURIGINAL for the whole university or for a self-contained unit of the university, e.g. a faculty, department etc. EGALACTIC retains the right to modify prices once per annum to account for considerations of EGALACTIC expenses, competition, market conditions and product improvements. If such a modification represents an increase of more than 15% of the total annual price, then *The Customer* may notify EGALACTIC in writing within 30 days after the effective date of such price change of its desire to terminate the Services as of the date set forth in such notice (which date shall be within 30 days of the effective time of the price change, "Price Change Termination Period"). The new price will be effective upon renewal of the licence. EGALACTIC reserves the right to modify the prices with immediate effect if these modifications are the direct consequence of circumstances outside EGALACTIC's control, such as fluctuations in currency exchange rates. Price modifications caused by such circumstances shall be communicated to *The Customer* as soon as possible. Possible taxes or other imposed tariffs shall be paid by *The Customer*.

#### 14. Jurisdiction

Disputes concerning the interpretation or application of this agreement and legal relationships related thereto shall be determined by arbitration pursuant to Indian law. The dispute shall be settled by arbitration in accordance with the Rules for Indian Arbitration Law in Pune.

EGalactic/OURIGINAL, June 2021

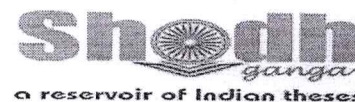
  
Research Cell  
Kalinga University, Raipur (C.G.)







## FAQ (Frequently Asked Questions)



### 1) What is Urkund?

**Ans:** URKUND is a completely automated system against plagiarism (Anti-plagiarism software) and is being successfully used at universities and colleges all around the world. URKUND's system checks all documents against three central source areas:

- a. The Internet
- b. Published material such as Journals, Books etc.
- c. Previously submitted student material (e.g. memoranda, case studies and examination works)

### 2) How Urkund works?

**Ans:** URKUND never determines what a plagiarism is, but Urkund compares textual similarity and subject similarity. The reports generated by Urkund to your teachers consist, in the event of its finding similarities, of a text comparison. Urkund marks your document

that are similar to other sources, in URKUND's archives, on the Internet and in published material, and give the teacher access to the original material where Urkund have found the similarity.

For details: ([http://static.urkund.com/manuals/URKUND\\_Plagiarism\\_Handbook\\_EN.pdf](http://static.urkund.com/manuals/URKUND_Plagiarism_Handbook_EN.pdf)).

### 3) How to get Urkund account for my University/Institution?

**Ans:** Universities who have signed MoU with INFLIBNET Centre, which come under section 12(B)/2f of UGC Act and eligible for funding from UGC, will be getting the software free of cost from INFLIBNET Centre.

### 4) How to get Urkund account for private Universities or Universities which are not eligible for funding from UGC?

**Ans:** Universities such as private, which are not eligible for grants from UGC, may contact M/s. eGalactic for placing the order directly for getting access of Urkund software. The price benefit of the product negotiated by the INFLIBNET are extended to those universities which have signed MoU with INFLIBNET Centre.

### 5) If my University/Institution comes under section 12(B)/2f of UGC Act then how to get an account?

**Ans:** University Coordinators who are recommended for managing Anti plagiarism software by the University will receive an invitation mail from [noreply@urkund.se](mailto:noreply@urkund.se).

Once the Account is created:

- The system will create an analysis address for each of the account eg. [manoj.Inflib@analysis.urkund.com](mailto:manoj.Inflib@analysis.urkund.com)
- The system will send the user an email with this analysis address and also a link to allow them to create a user account. The link is available for 48 hours and hence the new members need to complete the registration within 48 hours.
- In order to test the document, user can email to the analysis address contained in their registration email or upload through the user account. Results once generated will be mailed to the mail address. Once successful, you can enter into your Dashboard for managing the submissions.

### 6) What file formats are supported by URKUND?

**Ans:** URKUND supports the following file formats

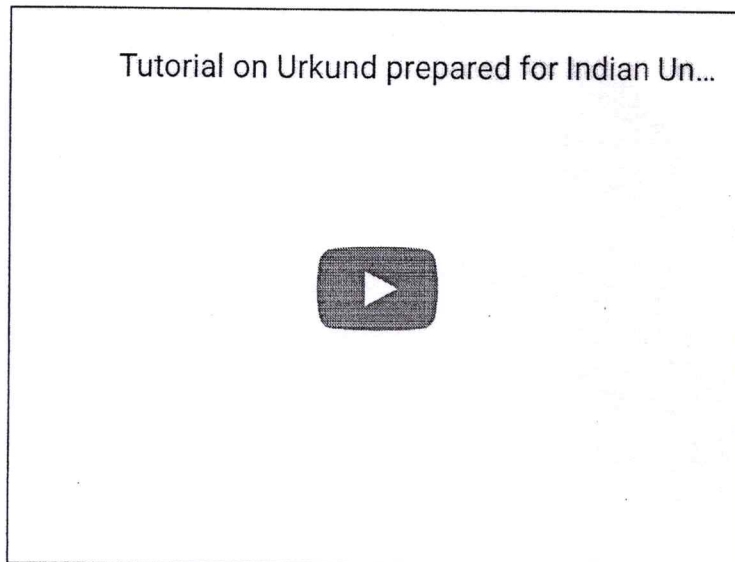
.doc, .docx, .sxw, .ppt, .pptx, .pdf, .txt, .rtf, .html, .htm, .wps, .odt

### 7) What is the document limits to be submitted?

**Ans:** Every document submitted for plagiarism check will be treated as a separate document. Documents containing more than 400,000 characters will be considered as more than one document (actual number to be calculated using multiples of 400,000 characters, so 800,001 characters would be 3 documents).

### 8) How to create University Coordinators' account in Urkund?

**Ans:** Account for the University coordinators cannot be added by UC now, but university may recommend the (University name, state, name of person, email id, phone no) perspective users to M/s. eGalactic ([support@egalactic.in](mailto:support@egalactic.in),



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[egalactic@gmail.com](mailto:egalactic@gmail.com).) with a copy to INFLIBNET Centre ([shodhganga@inflibnet.ac.in](mailto:shodhganga@inflibnet.ac.in)). The accounts will be created within one business day by eGalactic.

#### 9) How to submit documents in Urkund?

**Ans:** Every submitter i.e. students, researchers, faculty or university coordinator must have an account in Urkund. Students can register and get an id (Please refer Q-13). There are three ways for submitting the documents in Urkund

a. Using Urkund via e-mail to any analysis address ([manoj.Inflib@analysis.arkund.com](mailto:manoj.Inflib@analysis.arkund.com))

b. An additional way of submitting: Students at universities and colleges are also able to upload files to their professors via [www.arkund.com](http://www.arkund.com). In order to test the document, user can email to the analysis address ([manoj.Inflib@analysis.arkund.com](mailto:manoj.Inflib@analysis.arkund.com)) contained in their registration email or upload through the user account. Results once generated will be mailed to the mail address.

c. Once successful, user can enter into their Dashboard for managing the submissions.

#### 10) I have received two email addresses for my Account what are these?

**Ans:** After an account is created you will receive two email ids one is like your general email id like: [manoj@inflibnet.ac.in](mailto:manoj@inflibnet.ac.in), and another one is an Analysis address like [manoj.Inflib@analysis.arkund.com](mailto:manoj.Inflib@analysis.arkund.com). First one is for login the account and second one is for uploading the documents issued to the faculty/teachers/university coordinators etc. recommended by INFLIBNET Centre.

#### 11) I got an e-mail stating that my document has been "excluded as a future source". What is that?

**Ans:** When you submit a document to an URKUND address, you automatically receive a confirmation e-mail in return. This e-mail contains a link that you may click to exclude your document from being a future source in URKUND for educational organisations other than your own. If you click this link you get another letter confirming your choice.

#### 12) How to get support if there is any problem?

**Ans:** For creating the user account, the link for the user guide is <http://urkund.com/en/support>. The following user guide would be required for accessing Urkund.

- For administration refer to URKUND Admin Guide from the above link - The document has all the details that would be needed as an administrator – method of submitting documents, adding faculty, inbox, report, analysis, etc.

- For the user (faculty / teachers) refer to URKUND Quickstart Guide from the above link. [http://static.arkund.com/manuals/URKUND\\_Userguide.pdf](http://static.arkund.com/manuals/URKUND_Userguide.pdf).

- For dealing with documents that have been sent through twice, please follow: [http://static.arkund.com/manuals/URKUND\\_Master\\_Class\\_-\\_Duplicates\\_EN.pdf](http://static.arkund.com/manuals/URKUND_Master_Class_-_Duplicates_EN.pdf)

#### 13) I am a Research Scholar/Student how I can check my content?

**Ans:** On Urkund Login page students get the link for Create account for document upload (STUDENTS). With the help of this link students can create an account by simply filling a form and giving an email id through which students can only submit the documents. Moreover students can only upload the document; they have no rights to see the reports until and unless it is being shared by the faculty. Students can also email their document to the analysis address given to them by their professor.

#### 14) How can I customise my Urkund Account?

**Ans:** Once you login to URKUND on the main dashboard there is an option for 'Settings' through which, you can customise the account by using various options like Language, include the document in URKUND archive or by filtering sources out of future searches. It is not recommended that sources are removed from future searches.

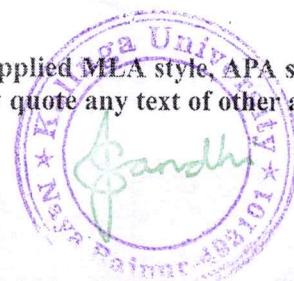
#### 15) All Urkund accounts (user & faculty) are in control of university coordinator of particular University?

**Ans:** Yes, in order to create accounts user need to contact University Coordinator and UC will send across the details in the attached excel sheet to [support@egalactic.in](mailto:support@egalactic.in) and the user id will be created within one business day.

#### 16) The report breaks text into many phases or does not show whole text and in whole text similarity text.

**Ans:** URKUND allows the user to click and sequentially go to the copied text and agree and disagree whether it is copied and accordingly exclude the source from the top to get the final result.

17) Is there any exclusion provision for the content in Urkund? For example I have applied MLA style, APA style in text but this software not recognized any style. How we may satisfy our scholar if they quote any text of other author or from websites with link/references.





**Ans:**Pre exemption of content is not permitted but filtering option is available for URL. There is also an option on the report to highlight the content with quotes, however the same could not be eliminated since this gives an opportunity to bypass the complete system. With the highlight the faculty has the option of deciding whether the content is a copied content or the original content.

**18) I have submitted my work to my teacher but I have not yet received a confirmation.**

**Ans:**The normal delivery time for confirmation e-mails is approximately 5 minutes as the e-mail message and the document will undergo a series of checks before it is approved. In certain circumstances this might take longer; the email receipt might not reach the sender or not be sent at all. If you have not received a confirmation email within 20 minutes do the following:

- First, check that the e-mail was sent to the correct analysis address and that it had an attachment
- Check URKUND operation information
- Contact URKUND helpdesk/eGalactic

**NB:** Note that if you use Microsoft Hotmail or Google Gmail, these clients may turn attached documents into download link instead and thus no actual file is sent to us. Both of these clients are still able to send files as usual, but you may want to check that they do not have automatic settings for this.

**19) Why does URKUND say that my paper/essay is plagiarized?**

**Ans:**In the different URKUND interfaces, percentages and colours are displayed to the reviewer, but none of these mean, under any circumstances, that we say that a document contains plagiarised text. What URKUND does is to show similarities between the submitted text and the sources that are indexed and these similarities that may have come from quotations used perfectly correctly are to be judged by the reviewing teacher or examiner - who then proceeds according to the rules and regulations that apply to your own organisation.

**20) Do I have to install anything on my computer to use URKUND?**

**Ans:**No, but browser and email provision should be there.

**21) If I clicked the link in the confirmation email and excluded my document by mistake, is there any way to rectify this?**

**Ans:**Yes, click the link in the confirmation e-mail again. This will restore the previous status of your document.

**22) My teacher/Professor has informed me that he/she hasn't received any document from me even though I have received a confirmation e-mail from URKUND.**

**Ans:**Possible explanations:

- a. You might have sent your document to a different teacher/Professor's analysis address. Check the address you entered in your e-mail.
- b. Your teacher might have lost your document. Your teacher will however always be able to access your document through his/her personal web based inbox for URKUND mail available at [www.urkund.com](http://www.urkund.com)
- c. An error might have occurred on the way between URKUND and your teacher/Professor. Show your confirmation e-mail to him/her and ask them to contact URKUND support and we will assist further.

**23) Is it possible to use several different e-mail addresses when submitting new updated versions of a document?**

**Ans:**Yes, but the Analysis will indicate hits in your previous versions. Avoid this if possible.

**24) I have sent the wrong version of my document to my teacher/Professor. Is there any way for URKUND of stopping it so I can submit the correct version?**

**Ans:**Unfortunately no. URKUND is completely automated and a document that has entered the system cannot be stopped before it has been delivered. We suggest you talk to your teacher/Professor and explained what has happened.

**25) How much Percentage (%) of copied content is permitted in a document for plagiarism check?**

**Ans:**Please check the UGC Plagiarism Policy 2018 UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

**26) How do University Coordinators' add Additional Account in Urkund?**

**Ans:**Additional Account for the University Faculty or Guide cannot be added by University Coordinators' now, but they how to send details of users in Excel Format to M/s. eGalactic (support@egalactic.in, egalactic@gmail.com) with a copy to INFLIBNET Centre (shodhganga@inflibnet.ac.in). The accounts will be created within one business day by eGalactic.  
Excel Format : Faculty Addition Account Format

