

Sent To Aect Dept on 19/07/19

URGENT

Follow up  
action.



## MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Post Box no 06, 3<sup>rd</sup> Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai - 410 209

Tel: 022-27432471 / 27432994, Fax: 022-27431094

Website: <http://www.mgmhls.com> & <http://www.mgmlibrary.com>; Email: [universitylibrarian@mgmhls.com](mailto:universitylibrarian@mgmhls.com)

Our Ref: MGMIHS/LIB/URKUND/19/42

08 July 2019

University LIB / Director Research / Registrar / Hon. VC / University LIB

Dr. Rajesh B. Goel  
Registrar

Subject: Subscription to URKUND Anti-Plagiarism Software

MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai-410 209

The URKUND Anti-Plagiarism Software was subscribed during 2018-19 for 12 months (07 March 2018 to 06 March 2019) and its subscription has expired on 06 March 2019. A copy of Invoice no. 2019/EG/1010 dated 24 April 2019 for Rs. 90,270.00 claiming the annual subscription charges towards URKUND Anti-Plagiarism software for 2019-20 (07 March 2019 to 06 March 2020) has been received (Flag "A"). Plagiarism of 300 documents was checked during 2018-19. Last year, Rs. 79,629.00 was paid towards a subscription to URKUND Anti-Plagiarism Licence whereas they have submitted a copy of Invoice for 2019-20 for Rs. 90,270.00 claiming annual subscription for URKUND, therefore, we have enquired about the reasons of increase. The reply received from them is reproduced below:

"The price of the URKUND services was increased by INFLIBNET due to which the cost was increased for the universities who have signed MoU with INFLIBNET, and since your Institute has signed MoU with INFLIBNET, you have to pay Rs. 90,270.00 (inclusive of 18% GST)." (Flag "B")

[We have explored the possibilities for having accessibility to URKUND Software at both campuses (Aurangabad and Navi Mumbai) out of one subscription (Pl refer email of 30 May 2019 at Flag "C"). The response received from them reveals that as per their norms, the module that has been adopted by both the institutes does not allow the license sharing mechanism (Pl refer email of 26 June 2019 at Flag "D"). However, if both institutes are treated as one entity then we have to provide them total number of students of our university for obtaining the fresh quotations. The proposed module intended to be installed for the use of both campuses is known as Students Based Module.]

To find out the probability for sharing the URKUND Software installed at Aurangabad operational till 05 December 2019 has been discussed. They have shown their inability to share the software at this stage on the pretext that they have continued to provide us access to the software till date without break. However, they have suggested us that they will not renew the subscription for Aurangabad on its expiry (05 December 2019). Later on, access to URKUND software at Aurangabad campus will be discontinued till March 2020 with a view to match the subscription period of both campuses. Further, they have assured us to work out total subscription required to be remitted based on Students Based Module. A copy of invoice claiming the Students Based Module Subscription to URKUND Anti Plagiarism Software for the year 2020-21 (07 March 2020 to 06 March 2021) on new quoted rates will be submitted in due course. However, action has to be initiated 2-3 months earlier in order to switch over to new module smoothly without any interruption.

[If agreed to above, expenditure sanction for Rs. 90,270.00 inclusive GST may kindly be accorded.

It is proposed that the copy of attached invoice duly checked and found in order may please be passed on to Accounts Department with the advice for making the advance payment towards subscription to URKUND Software to eGalactic through RTGS for one year effective 07 March 2019.

To  
Dr Dixit

I have discussed  
the matter with Registrar  
and he is of the opinion we should not  
pay for urkund at Navi Mumbai  
as M&H Aurangabad has  
Dec 18 - Nov 19

MGM Institute Of Health Sciences  
INWARD NO. 6970

Dr RP Dixit 9/7/19

✓ Director -  
University Librarian.

✓ ① permitted to pay the charges for  
March 19 - March 20 (Plant Memorial Centre).


② Must provide confirmation of services

✓ under A/B/C campus there from Jan 20 - March 20

✓ ③ From April 1, 2020 onwards, new  
agreement based on combined campus  
(student house) will be entered.

  
12/7/19

Will be in the report - I approve pls.

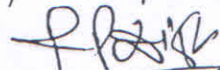
  
17/7/19.

Accts Dept

Re "A & B" pro page and item 1: of above.

Kindly make the payment for Re. 90270/-  
to M/S: eGalactic through RTGS to settle  
the bill no. 2019/EA/1010 dated 26/04/2019.

After making the payment, pl. inform accordingly.

  
19/07/19



Invoice			
INVOICE NO. 2019/EG/1010			
DATE: 26-Apr-19			
Customer Information			
MGM Institute of Health Sciences			
Sector - 1, Kamothe,			
Navi Mumbai - 410209			
Maharashtra			
Client GST No.: NA			
S.No.	Particulars	Tax rate	Amount
1	URKUND Anti Plagiarism Licenses for a maximum of 1000 documents with URSA Minor Access		76500
2	SGST @ 9%	9%	5885
3	CGST @ 9%	9%	6885
TOTAL			90270
Amount in words :Rupees ninety thousand two hundred seventy only.			
E & OE		FOR eGalactic <i>Rushikash Salhe</i> Authorised Signatory	
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			



CENTRAL LIBRARY  
INWARD NO. 227  
DATE 30/04/2019

Rushikash Salhe eGalactic.in

IDBI Payment Voucher

No. : 364

Dated : 20-Jul-2019

Particulars	Amount
Account :	
EGalactic	89,367.00
Agst Ref 2019/EG/1010 89,367.00 Dr	

Through :

IDBI Bank A/c - 6183104000132763

On Account of :

Ch.no.: 871855 Being Bill No. 2019/EG/1010  
Dated: 26/04/2019 booked for URKUND Anti  
Plagiarism Licenses for Maximum of 1000  
Documents with URSA Minor Access 07/03  
/2019 to 06/03/2019

Amount (in words) :

INR Eighty Nine Thousand Three Hundred  
Sixty Seven Only

₹ 89,367.00

Receiver's Signature:

Authorised Signatory

URKUND

Dated : 20-Jul-2019

Particulars	Debit	Credit
Computer Software <i>Dr</i>	90,270.00	
To Income Tax TDS 194 C		903.00
To EGalactic		89,367.00
New Ref 2019/EG/1010 89,367.00 <i>Cr</i>		

Being Bill No. 2010/EG  
/1010 Dated: 26/04/2019  
booked for URKUND Anti  
Plagiarism Licenses for  
Maximum of 1000  
Documents with URSA  
Minor Access 07/03/2019 to  
06/03/2019

₹ 90,270.00	₹ 90,270.00
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Authorised Signatory

MGM Institute Of Health Sciences (HO) University  
Head Office- 3rd Floor, MGM Education Complex,  
Plot No-1 & 2, Sect-1, Kamothe, Navi Mumbai.  
E-Mail : accountmumbai@mgmuhs.com

77(A)

**IDBI Payment Voucher**

No. : 237

Dated : 5-Jun-2018

Particulars	Amount
Account :	
EGalactic	78,833.00
Agst Ref 2017/EG/106 78,833.00 Dr	
Through :	
IDBI Bank S A/c-0183104000132763	
On Account of :	
ch.no.791807Being paid against Bill No. 2017 /EG/106 for purchase of Urkund Anti Plagiairism Licences	
Amount (in words) :	
Indian Rupees Seventy Eight Thousand Eight Hundred Thirty Three Only	
	<b>₹ 78,833.00</b>

Receiver's Signature:

Authorised Signatory

To,  
Director  
MGMIHS Incubation & Innovation Centre,  
Kamothe, Navi Mumbai

Sub: Impress Money for MGMIHS Incubation & Innovation Centre  
Ref: Your Letter ref No. MGM/MGMIHS I & I centre/18/08/01 dtd. 03.08.2018

Dear Sir,

With reference to the above, we would like to inform you that your request of Impress Money for Incubation & Innovation centre is sanctioned by the honorary <sup>Medical Director</sup> ~~Director~~.

You are requested to propose your requirement for the incubation centre to MGMIHS on monthly basis as requisition indent on urgent basis with the make, ~~Other details of the products & Vendors~~ quotations. The purchase of the same will be done by MGMIHS as per your requisition.

Thanking you,

Yours Sincerely,

Registrar  
MGM Institute of Health Sciences  
Kamothe

by raising requisitions for the same, with the required make/brand, if any and other specifications. If there are any specific vendors, the same may also be informed.

Accounts Department  
for Payment - By Hand

URGENT

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# MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Post Box no 06, 3<sup>rd</sup> Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai - 410 209.  
Tel: 022-27432471 / 27432994, Fax: 022-27431094

Website: <http://www.mgmuh.com> & <http://www.mgmilibrary.com> ; Email: [universitylibrarian@mgmuhs.com](mailto:universitylibrarian@mgmuhs.com)

Our Ref: MGMIHS/LIB/URKUND-PLA/18/3807

31 May 2018

University LIB / Registrar / Hon. VC / University LIB

Subject: Subscription to URKUND: Anti-Plagiarism Software

MGM Management has decided to procure URKUND: Anti-Plagiarism Software for using it to check the copying of another person's material and using such copied material as if it were one's own work, without citing a quotation or stating a source in respect of Ph.D. Theses and Dissertations, manuscripts received all over the world from medical scientists for publication in *MGMJMS* as well as other documents produced by the University from time to time. Keeping in view the importance and usefulness of the above stated Software, honorable VC has accorded expenditure sanction for Rs. 79,629.00 inclusive GST (18%) in order to subscribe its Licence for 12 months (Academic) for a maximum of 1000 documents with University Research Services and Administration (URSA) minor access (Flag "A"). Accordingly, an agreement has been executed with them on 06 March 2018 (Flag "B").

It is submitted that they have provided us "Username" and "Password" to access the URKUND Software. A comprehensive training in the operation of URKUND Software has been provided. So far we have been able to upload more than 20 copies of theses received from the office of Registrar. The copies of analysis results with comments pertaining to theses have been sent to the Office of Registrar for their perusal and taking appropriate action.

The salient features on analyzed data in respect of theses obtained out of the URKUND Software were demonstrated extensively by the undersigned during the meeting on "Academic Misconduct Panel (AMP)" held on 30 May 2018 under the chairmanship of Dr Shibban K. Kaul, Professor, Department of CVTS, former Pro-VC, in the presence of internal/external academicians nominated as Research Guides. A detailed description on URKUND Software such as; checking of documents against three central source areas; key features, and useful information was presented (Flag "C"). In addition, a copy of updated *Information Sheet* describing about the *health literature, library and information services* activities of Central Library was handed over to each participant with a view to acquaint them about the existing facilities (Flag "D"). The copies of *MGMJMS*, Volume 4, Issue no. 4, October-December 2017 was also distributed.

A copy of Invoice no. 2017/EG/1106 dated 09 March 2018 for Rs. 79,629.00 claiming subscription charges to their Licence for 12 months (Academic) for a maximum of 1000 documents from M/s eGlactic, Pune, Maharashtra has been received (Flag "E"). The invoice has been checked and found in order. It is proposed that attached copy of Invoice may please be passed on to Accounts Department (MGMIHS) with the instruction to transfer Rs. 79,629.00 (Seventy Nine Thousand Six Hundred Twenty-Nine only) to them through RTGS under intimation to us. The requisite information required for transferring the funds electronically has already been illustrated on body of the attached Invoice.

Submitted for your approval and guidance please.

31/05/18  
Dr RP Dixit  
dc



e-Galactic

## URKUND LICENCE AGREEMENT

## Customer Information

Customer (Company/educational organisation/school)	MGM Institute of Health Sciences
Billing Address	Dr Ram Prakash Dixit University Librarian MGM Institute of Health Sciences (Deemed to be University) Grade "A" Accredited by NAAC Sector - 1, Kamothe, Navi Mumbai - 410209 Maharashtra
Contact Person Name	Dr. Ram Prakash Dixit
Contact Person Email	drprpdixit47@gmail.com , universitylibrarian@mgmuhs.com
Contact Person Phone / Mobile	022-27436407 /+91-9821968971
Contact Person Address	Same as above

## Specification


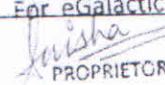
Particulars	Total in INR
Licence URKUND Academic, 12 months for a maximum of 1000 Documents* including URSA Minor Access	67,482/-
<b>Total Amount in INR</b>	<b>67,482/-</b>

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

\* 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 400,000

Licence Period (Start):

## Signature

Signature 	For eGalactic  PROPRIETOR
For Institute: MGM Institute of Health Sciences	For eGalactic: Nisha Sardar
Institute Details: MGM Institute of Health Sciences (Deemed to be University) Sector-1, Kamothe, Navi Mumbai - 410 209, Maharashtra.	eGalactic B - 302, Supreme Palms, Balewadi, Pune - 411045
Date : 06 March 2018	Date : 1 <sup>st</sup> March, 2018
City / Town: Navi Mumbai	City / Town: Pune
	Contact Details : komalhurkat@egalactic.in



e-Galactic

## URKUND - License Agreement Terms &amp; Conditions

## 1. Introduction

These terms & conditions regulate the relationship between Prio Infocenter AB (the owner of the service URKUND, hereafter referred to as PI/URKUND, the service is referred to as "the URKUND services") and the subscribing licence holder (hereafter referred to as The Customer). The terms & conditions apply to the agreement that The Customer concludes with PI/URKUND for the use of the anti-plagiarism services called "the URKUND 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 URKUND and The Customer.

## 2. Definition and use of the URKUND services

The URKUND services are all the services related to URKUND such as the services "automatic control", "manual control", "web service" and "admin interface" etc. as defined at <http://www.URKUND.com>. PI/URKUND can modify the content of the URKUND services, change or modify the search system, add new services and close services without prior notification to The Customer. PI/URKUND declines all liability arising from such measures. The rights to use the URKUND 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 PI/URKUND have been granted access to the URKUND services. PI/URKUND has the right to restrict The Customer's use of the URKUND services immediately for use outside those intended. PI/URKUND also has the right to deny the creation of, or disable already created, user accounts if PI/URKUND 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. If a limit of the number of submitted documents is set, it is the responsibility of PI/URKUND 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 PI/URKUND'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 PI/URKUND 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 PI/URKUND find the reason or source and help remedy the situation. If The Customer neglects to do so or if the situation is deemed by PI/URKUND to be urgent, PI/URKUND reserves the right to restrict the access to the system with immediate effect. The number of documents sent 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 one can reasonably expect to be produced by the number of students for which the university is licensing URKUND. This is calculated to be up to fifteen documents per student per year.

## 3. Limitation of liability

The URKUND services will be provided to The Customer "as is" and "as available". This means that PI/URKUND does not guarantee The Customer that data or the URKUND services will correspond to the needs or expectations of The Customer, that usage of the URKUND services will be without interruption or without error and that these, in that case, will or could be corrected. PI/URKUND's liability is limited to direct damages and only if caused through PI/URKUND's negligence. PI/URKUND'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, PI/URKUND's liability can never exceed the amount invoiced The Customer during the last invoicing period. Nor does PI/URKUND accept any liability for the consequences of use or misuse of its reports or published recommendations and advice. PI/URKUND shall be considered as exempt of compensation claims and other consequences if PI/URKUND has not been able to fulfil their obligations due to circumstances outside PI/URKUND'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) URKUND does not monitor The Customer's progress of implementing the use of the service. Upon signing a contract, URKUND 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 URKUND to request such support.

b) The Customer must be aware that the support URKUND can give to The Customer is limited to what can be configured on the systems which URKUND controls, such as URKUND settings or plug-ins / integrations that have been created or commissioned by URKUND. URKUND 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 URKUND to configure The Customer's own IT environment, URKUND shall charge The Customer an hourly rate of 110 EUR for this; however, URKUND 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 URKUND is required, The Customer will be liable for travel expenses as well as the hourly rate.

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

## 4. Customer's obligations

The Customer agrees to act so that the URKUND 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 PI/URKUND 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 URKUND services. For this purpose, it is possible to use the administration tool provided by PI/URKUND, or through contact with PI/URKUND. PI/URKUND 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 URKUND 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 PI/URKUND to agree on this use. *The Customer* shall indemnify PI/URKUND from claims originating from third parties due to the content in, or the use of, the URKUND services.

#### 5. 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 URKUND services in a way that conflicts with the use of the URKUND services of PI/URKUND'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 URKUND services for the explicit purpose of controlling if matches found by the URKUND 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 PI/URKUND 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 URKUND services is allowed.
- f) Individual users are, through their use of the URKUND 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 URKUND 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.

#### 6. Management of systems, maintenance and control

PI/URKUND 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). PI/URKUND continuously monitors the technical environment and will initiate work to resolve problems within eight hours after they are brought to the URKUND services, to use the said material as part of the URKUND 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 URKUND services. Execution of this right will result in the material being analysed and archived but it will not be searchable through the URKUND services. PI/URKUND does not at any time claim ownership over documents, statistics or data generated by *The Customer's* use of the service. PI/URKUND 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 PI/URKUND. Searches in URKUND's repository/archive only take place when a plagiarism report is generated. There is no possibility for *The Customer*, another client or even URKUND's staff to find documents by searching for content, browsing or sorting information in the repository/archive.

#### 7. Copyright

Copyright shall be respected in accordance with applicable law. *The Customer* shall only use the URKUND services in the manner prescribed by PI/URKUND and for the express purpose of preventing and controlling plagiarism. *The Customer* grants PI/URKUND the right to archive the material that has been made available to the URKUND services, to use the said material as part of the URKUND 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 URKUND services. Execution of this right will result in the material being analysed and archived but it will not be searchable through the URKUND services. PI/URKUND does not at any time claim ownership over documents, statistics or data generated by *The Customer's* use of the service. PI/URKUND 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 PI/URKUND. Searches in URKUND's repository/archive only take place when a plagiarism report is generated. There is no possibility for *The Customer*, another client or even URKUND's staff to find documents by searching for content, browsing or sorting information in the repository/archive.

#### 8. Stored material

Material that has been sent to the URKUND services will be stored within the system. Under no circumstances will PI/URKUND 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*, PI/URKUND 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 PI/URKUND.

#### 9. Protection of customer integrity

PI/URKUND does not have the right, for their own purposes, nor for the purpose of another customer, to maintain any statistics or in any other way gather information about the number of detected occurrences of similarities against the sources of the URKUND services in the material submitted by a specific customer. Analysis reports are deleted after 25 months or when requested by *The Customer*.

#### 10. Sources



e-Galactic

To preserve the preventive effect (that is generated from the sources that the URKUND services search, it is important that not all sources are made known to the public. Therefore PI/URKUND 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 PI/URKUND regards it not to have a negative impact on the preventive effect.

#### 11. Termination of the service

This agreement shall remain in force throughout the period that The Customer subscribes to the URKUND services and until The Customer's access to the service is closed. The subscription period for the URKUND 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 PI/URKUND 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. PI/URKUND reserves the right to cancel a subscription as of the renewal date of an ongoing subscription. Furthermore, PI/URKUND has the right to terminate The Customer's use of and access to URKUND'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. PI/URKUND has the right to monitor abuse of the service. If PI/URKUND detects that The Customer's use of URKUND services is jeopardising the stability of the system or any system related to URKUND services, PI/URKUND has the right to restrict with immediate effect The Customer's access to the services. PI/URKUND also has the right to restrict the access of The Customer if the number of documents sent to URKUND 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.

#### 12. Prices and price modifications

Prices are 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 URKUND for the whole university or for a self-contained unit of the university, e.g. a faculty, department etc. PI/URKUND retains the right to modify prices once per annum. Prices are adjusted in accordance with Labour Cost Index (LCI). For customers within Sweden, prices are adjusted in accordance with AKI (SNI J+K). The new price will be effective upon renewal of the licence. PI/URKUND reserves the right to modify the prices with immediate effect if these modifications are the direct consequence of circumstances outside PI/URKUND'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.

#### 13. Jurisdiction

Disputes concerning the interpretation or application of this agreement and legal relationships related thereto shall be determined by arbitration pursuant to Swedish law. The dispute shall be settled by arbitration in accordance with the Rules for Expedited Arbitrations of the Arbitration Institute of the Stockholm Chamber of Commerce.

Prio Infocenter AB/URKUND, July 2017

## URKUND: Anti-Plagiarism Software

URKUND offers a fully-automated system for handling plagiarism. In short, the students send their documents to their teachers by e-mail. Along the electronic route between student and teacher, the documents are checked against the following three central source areas:

- (a) Internet;
- (b) Published material; and
- (c) Student material.

If any document displays similarities with the content in the three sources, the system will flag it for possible plagiarism. An analysis overview is generated. The analysis overview presents in a simplified form the information needed in order to determine if plagiarism has occurred. Information and Library Network (INFLIBNET) Centre, an autonomous Inter-University Centre of the University Grants Commission (UGC) of India, has selected it through a global tender. It is being used by more than 136 Universities in India and more than 1,000 institutional customers across 30+ countries.

### KEY FEATURES

- (1) URKUND compares documents from all sources. The documents are checked against three central source areas:

- (a) *Internet*
- (b) *Published Material*

URKUND has formed strategic partnerships with a number of leading information providers, such as *DIVA (Digital Scientific Archive)*, *Iustus*, *Nationalencyklopedin*, *ProQuest*, *Historiska Media*, *Kumlatofa förlag*, *Leopard förlag*, *MBM Förlag*, *Nordiska Ministerrådet*, *Remus förlag*, *SERUM*, *Sine Metu Productions*, *SLFF*, *Stockholm University Press*, *Volante*, *Bookhouse Publishing*, *Bromberg Bokförlag AB*, *Casewood Publikationer*, *Folkuniversitetet Akademiska Press*, *Förlag1*, *Förlags AB Björnen*, *I.C at Once*, *Kabusa Förlag*, *Langenskiöld*, *BL-info* and *Björn Lundén Information AB*. This means that a large quantity of published material is a part of the plagiarism check. The source area contains scientific and popular articles, references books and databases and more.

- (c) *Student Material*

URKUND has more than 100,000 India specific theses available in its database. It has more than over 11.5 million documents as on June 2014. Further URKUND is getting India specific documents from more than 200 Universities in India.

- (2) *Privacy Protection*

URKUND takes safety very seriously. It protects the customers' data. Servers are protected behind firewalls and the document database is completely closed and cannot be called from outside. The archive search module cannot be engaged other than when the internal search program identifies a Client Integration Code and a Unit Integration Code. The communication to and from the service via its Web-service uses transport level security, using TLS/SSL. No third party has access to the Internet traffic. URKUND is not subject to the US PATRIOT Act as the system and its components are entirely owned by a Swedish company.

- (3) *Easy to use*

It does not require any software installation, no use of complex interfaces and no login to any website; neither for the student nor the teacher. This means that the service is very easy to use and introduce into an organization.

#### (4) *Integrated system*

It is important to differentiate between URKUND's e-mail based system and other tools, whereby the teacher needs to log in to a website and upload the students' documents for checking. The most important differences are listed below:

##### (i) *Less work involved*

URKUND's e-mail based system automatically checks all submitted documents with no extra effort required. If teachers use other tools requiring that they themselves select and upload documents, each check implies extra workload. If all documents need to be checked, it will require a major extra effort on the part of many different teachers. Consequently, the most likely scenario is that few documents will actually be checked using such a method.

##### (ii) *Selection*

URKUND's system requires no selection to be made; all documents are checked at every instance of submission. The system consequently maximizes the discovery frequency at the same time as it avoids arbitrary and random selection. Using other tools requiring the teacher's active selection and upload, only those documents that the teacher considers to be plagiarized are checked, as well as any documents selected for random screening. These factors lead to certain arbitrariness in the screening process. Different teachers may make different assessments concerning what may constitute suspected plagiarism, and they may have different inclinations concerning the effort involved in checking submitted documents. Additionally the selection process risks being driven by prejudice against certain student groups and weaker student groups in particular. Furthermore, the teacher's selection-based checking method is an inefficient means of getting to grips with the number of unreported cases in relation to the prevalence of plagiarism. The number of unreported cases encompasses plagiarism that avoids the teacher's detection evaluation, and a tool based on such evaluations cannot subsequently be said to mitigate the number of unreported cases.

##### (iii) *Discovery*

It screens all submitted documents at every instance of submission. This maximizes the discovery rate. All systems requiring the screening of only a selection of the submitted documents have a lower rate of discovery.

##### (iv) *URKUND support different file format*

It is primarily up to the teachers/professors which file formats they accept that decides what is sent through URKUND. If there are no such instructions available, URKUND support the following file formats: .doc, .docx, .sxw, .ppt, .pptx, .pdf, .txt, .rtf, .html, .htm, .wps, .odt and .pages. Documents of other types will not be accepted by URKUND.

##### (v) *Integrate with URKUND – it's easy*

It is very straight forward to use via e-mail. This method is also used to check work for potential plagiarism or to enhance learning. However, it can also be used to great advantage as an integrated part of a school's chosen digital learning tool. Integrating URKUND with an existing learning management system (LMS/VLE) extends the value a school already receives without adding complexity whilst increasing the value of the LMS/VLE itself. There are already integrations with more than forty commonly used LMS/VLEs such as Moodle, Blackboard, SchoolSoft, SharePoint and more. URKUND can be used with the various learning platforms being used by the organizations. It continually develops integrations for platforms and is currently working to improve integrations with D2L

##### (vi) *URKUND Does not allow any exception*

It does not allow any exceptions like quote, references, etc. It has tools available for this purpose of exceptions can be specially reviewed by the faculty. The purpose of

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doing this is to ensure that the exceptions are not misused by the students to minimize the actual plagiarism level.

(vii) *URKUND is committed to Zero Plagiarism*

URKUND provides access only to institution and not to individual users. This is done to ensure that the Ghost writers are not able to check their work. Further documents submitted to URKUND cannot be deleted and this helps ensure that the document cannot be checked once and resubmitted for checking of plagiarism.

(viii) *Strong preventative effect*

The most important measures against plagiarism are those that create preventative effects, that is, which prevent plagiarism altogether. It has a very strong preventative effect, with a number of factors contributing. Implementing a system like URKUND sends a clear signal that plagiarism is unacceptable and that the resources to address the problem are in place. Having students run their papers through the system also helps to reinforce its preventative effect. The ability to check all submitted documents creates a preventative effect in that students know there is no chance of their papers not being checked. Tools that involve checks based on random sampling or that are only used when the instructor suspects plagiarism do not create this preventative effect. In these situations, students know that hiding typical plagiarism indicators will increase the likelihood of their document not being checked. It checks material from all relevant sources. This means that there are no 'safe' sources a plagiarist can use, which further reinforces the preventative effect. Tools that only check material from the Internet do not have this effect, since students understand that they can copy from other students' work or non-digital articles, books, and similar – and thereby run less risk of being discovered.

(ix) *Training and Service Support*

URKUND provides localized training and service support through eGalactic to ensure smooth implementation of URKUND services.

## USEFUL INFORMATION

- If URKUND is used via e-mail, the text that shall be checked must be sent in as a file. Nothing that is pasted into or written directly in the body of the email will be analyzed.
- If someone sends an email without an attachment to an analysis address this email will be refused and no an error message will be sent from URKUND. The e-mail and document will not reach the intended recipient.
- One cannot "share" documents with an analysis address via Google Docs or other cloud-based services.
- URKUND must have a file to work with and a link to a resource that contains the file is not enough.
- When using online e-mail clients such as Gmail or MSN, make sure that the file is sent as an attachment and not as a download link to a cloud storage area.
- URKUND supports the 12 most common word processing formats:  
.DOC. DOCX. SXW. PPT. PPTX. PDF. TXT. RTF. Html. Htm. WPS. ODT
- PDF/A are flagged as "read only" and is not accepted by URKUND as we need to be able to extract the text
- URKUND does not currently support the iWorks format. Pages However, iWorks users can "Save as" many of the accepted file formats above.
- If a student submits documents with an incorrect file format, such as "essay.% & @" Or

- "My\_assignment.xxx", he gets an error message from URKUND telling that the document that cannot be analyzed. The e-mail with the attached document will not be forwarded to the educator!
- It is possible to attach more than one document in the same e-mail but it is recommended that each document is submitted separately.
- Any images in the email itself, for instance, a logotype in a signature, will generate a separate error message but the document will still be received by URKUND as normal.
- If multiple documents are sent from the same email to the same analysis address no checks against previously submitted files will be performed. If a document is sent to another address analysis, or several analysis addresses at once, or sent from a different e-mail client there will be checks made. If one version is submitted from the student e-mail and version two is submitted from, say, a yahoo address, there will be a duplicate hit in URKUND. The educator can easily turn these obstructing hits off in the analysis and examine other highlights instead. There is a step-by-step Masterclass guide for this available via the HELP button ( ? ) in the analysis
- If you use a spam filter and want to be able to receive all kinds of emails from URKUND it may be necessary to specify the domains urkund.com and urkund.se as "trusted".
- If there are no disturbances the result of the examination will usually be delivered within about 30 minutes after it was submitted, but it may in some rare circumstances take up to 24 hours.

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## INFORMATION SHEET

The *MGM Central Library* is located on 2<sup>nd</sup> floor in main building of MGM Medical College, with a carpet area of 25000 sq. ft. Library remains open from 0900 hrs. to 2300 hrs. from Monday to Saturday. On Sundays and Holidays, only reading room facilities are provided to library users from 1000 hrs. to 1800 hrs. The Central Library is fully air-conditioned well-equipped with excellent infrastructure, with enough number of books and journals from major publishers.

It has 10 Reading Halls where more than 500 users can sit at a time and consult their reading materials. In addition, Library has 2 Reading Halls specifically designed with cubicles where researchers, faculty staff, health administrators, planners, and practitioners etc. can sit comfortably to consult their reading materials in a noise and dust free atmosphere. The Library has separate sections for teaching staff, UG, PG, e-learning as well as for group discussion. It has open access system. It has various sections such as; (i) *Information Desk*; (ii) *Book Stacks Hall*; (iii) *Reference*; (iv) *Recent Arrivals*; (v) *Periodicals*; (vi) *Technical Processing*, and (vii) *Photocopying and Scanning* etc. The library is managed by 13 staff including 08 professionals.

At the end of April 2018, the Library has 35,553 documents which includes 25,336 books and monographs. The library currently receives 174 periodical titles of these 69 are international and 105 national. Library subscribes 172 online journals. It has CD-ROM (1040 Databases), audiovisuals, Internet and Online search facilities. Library provides various services such as; Lending, Reference and Referral, Inter Library Loan, Document Delivery, CAS, SDI, Bibliographic, and Orientation Training Program, etc.

The Library has a separate area for E-Library with excellent state-of-art computer facilities having 50 Internet connected computer terminals provides email facility and access to e-materials and e-resources. It remains open from 1000 hrs. to 1800 hrs. from Monday to Saturday. Online search through various databases namely; WHOLIS, IMSEAR, MEDLINE, PubMed, Chochrane Library Database, *MUHS Digital Library*, DOSS, Wiley Online Library, Free Medical Journals, Free Medical Books: E-Books Directory, DOCLINE, *DOAJ: Directory of Open Access Journals*, Global periodicals, and *Ejservice* etc. are provided. For the beginners, in-house hands on training for online access are provided by the library. Sign-up facility to reserve internet computer terminals in advance for a week is also arranged. The desk to access in various departments and multiuser access with regard to Library Management Software at E-Library has been setup. Online Public Access Catalogue (OPAC) helps the readers in searching the documents of their choice and its availability in Library.

Library has an exclusive website: (<http://www.mgmlibrary.com>). Site is hyperlinked to a wide range of information, resources, services and policies. Information on historical background of MGM, Library at glance and its Mission, Collection, Acquisition policy, and Library Committee has been published. All e-documents, viz. 3142 e-books (642 PDF+2500 hyperlinked), 5845 e-journals (hyperlinked), newsletters, manuscripts, 232 theses, Annual Reports (2014-2015, 2015-2016) and all issues of *MGMJMS* and *Newsletters* have been published. The web links to resource sharing health science libraries have been provided. The web-site is updated regularly.

It has interlibrary borrowing facility with the libraries of: (a) National Medical Library, New Delhi; (b) World Health Organization (WHO), New Delhi; (c) Sir, G.S. Medical College & KEM Hospital, Mumbai; (d) Grant Medical College & Sir J.J. Hospital; Mumbai; (e) L.T. Medical College & Sion Hospital, Mumbai, (f) International Institute for Population Sciences, Mumbai, and (f) Dr Ram Manohar Lohia Institute of Medical Sciences, Lucknow. The library has been designated by WHO as a network library for their information products.

URKUND Anti-Plagiarism software is available with the Library. It is being used to check the copying of another person's material and using such copied material as if it were one's own work, without citing a quotation or stating a source. Besides, SPSS - Statistical Package for the Social Sciences has been installed in 10 work stations. The SPSS is IBM SPSS platform offers advanced statistical analysis, a vast library of machine learning algorithms, text analysis, open source extensibility, integration with big data and seamless deployment into applications. It's easy-to-use, flexible and scalable platform makes IBM SPSS accessible to users with all skill levels and outfits.

MGM University has signed a MoU on 18 August 2017 under the Shodhganga project with UGC-INFLIBNET. Shodhganga is a repository of Indian ETD. It requires compulsory submission of the thesis online in the Shodhganga repository. So far 10 copies of theses have been uploaded.

Library provides the guidance in accessing the requisite information from National Academic Depository (NAD)" Database (<https://www.nad.ndml.in>) which is a National System set-up by Ministry of Human Resources Development and UGC by appointing NSDL Database Management Limited. It facilitates Academic Institutions to digitally, securely and quickly issue Online academic awards to the Students directly in their Online NAD account. The student can access certificate at any time and authorize employers, banks to view and verify the certificates. No more need to carry originals, submit attested photocopies, and wait for verification of documents.

*MGM Journal of Medical Sciences (MGMJMS)* – a quarterly peer-reviewed scientific journal is being brought out by the University since 2014. So far 17 issues of it have been released. Its 18<sup>th</sup> issue (vol. 5, issue no. 2, April-June 2018) is under compilation.

All students, teachers, research workers, and auxiliary health personnel are entitled to become member for using the facilities provided. *Prescribed Application Form* for becoming the member of Library can be downloaded from its Website. The completed Form should be submitted through proper channel along with 2 recent passport size photographs. In case, you need any assistance, please feel free to contact REFERENCE DESK. *We are here to help you.*



eGalactic

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DATE: 9-Mar-18			
Customer Information			
MGM Institute of Health Sciences			
Sector - 1, Kamothie,			
Navi Mumbai - 410209			
Maharashtra			
Client GST No.: NA			
S.No.	Particulars	Tax rate	Amount
1	URKUND Anti Plagiairism Licenses for a maximum of 1000 documents with URSA Minor Access		67482
2	SGST @ 9%	9%	6073
3	CGST @ 9%	9%	6073
TOTAL			79629
Amount in words :Rupees Seventy nine thousand six hundred twenty nine only.			
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1. Payment within 10 days from invoice date			
2. Cheque to be issued in favor of "eGalactic"			
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