



B. P. KOIRALA INSTITUTE OF HEALTH SCIENCES DHARAN, NEPAL

Notice for 13th Convocation Ceremony

The Thirteenth Convocation Ceremony of B. P. Koirala Institute of Health Sciences, Dharam, Nepal is going to be held on 7th March 2020 (2076 Falgun 24), Saturday at 12:30 pm in the institute premises.

The DM/MCh, PhD, MD/MS, MDS, MDHA, MPH, MSc (Basic Sciences and Nursing), MBBS, BDS, BSc Nursing, BN, BSc MLT and BSc MIT students who have completed their study in the academic year till January 2020 are eligible to participate in the ceremony. **Other details of the program are as given below.**

1. Application Form

The eligible and interested students are required to submit online application form through the web www.bpkis.edu by **Sunday, 23rd February 2020 (2076 Falgun 11)**. The form should be compulsorily submitted and the scan copy of single voucher of convocation fee, certificate fee and caution money (refundable) uploaded. The accounts into which the money can be deposited are as follows:

Standard Chartered Bank Ltd.	: 01-025-602138
NIC Asia Bank Ltd.	: 2303014805524004
Sunrise Bank Ltd.	: 00310251477018

a. **Convocation Fee**

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| i. Postgraduate (DM/MCh, PhD, MD/MS, MDS, MPH, MSc programs) | Rs. 3,500/- |
| ii. Undergraduate (MBBS, BDS, BSc Nursing, BN, BSc MIT programs) | Rs. 2,500/- |

b. **Certificate Fee**

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|--------------------------|------------|
| i. Postgraduate Degree | Rs. 1500/- |
| ii. Undergraduate Degree | Rs. 1000/- |

c. **Caution Money (refundable) for Gown, Scarf and Hood** Rs. 7,000/-

2. Distribution of Gown, Scarf and Hood

- Student must collect gown, scarf and hood between 2nd to 5th March 2020 (2076 Falgun 19 to 22) during office hours** from Academic Administration Division by showing bank vouchers.
- Caution money will be refunded upon having the convocation dress materials returned as mentioned above in good condition.

3. Dress Code

- Students must wear formal dress.
- Students are required to collect gown, scarf and hood from the Academic Administration Division prior to the convocation day. **Such items will not be provided on the ceremony day or at the convocation venue.**

4. Returning Gown, Scarf and Hood

- After return of the Gown, Scarf and Hood, the caution money will be refunded through Finance Administration Division. **In case of loss or damage of convocation materials, Rs. 4,000/- for gown, Rs. 1,250/- for scarf and Rs. 1,750/- for hood shall be deducted from the deposit.**
- It is mandatory for the students to **return all the items within two days** of the ceremony. Failing this, the student will be liable to pay **late fine of Rs. 250/- per day.**
- Those students who have deposited the amount but not participated in the ceremony will be refunded the caution money only (Rs. 7,000/-) upon producing the bank deposit voucher.
- Those students who fail to attend the program due to whatsoever reason can collect their certificates from the Academic Administration Division of the institute after paying the charges for certificates as mentioned above.

5. We kindly request all the parents to be present in the ceremony.

6. For further information regarding the 13th convocation ceremony, **Academic Administration Phone No. +977-025-525555 Extn. 5277, 5278, 5279 and 4017** may be contacted **during office hours.**