



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

The **Thirteenth Convocation Ceremony** of B. P. Koirala Institute of Health Sciences, Dharam, Nepal, is going to be held on **11th November 2024 (2081 Kartik 26), Monday at 12:30 pm** at the institute premises. So, students who complete graduation and post-graduation requirements during the periods between 12th Convocation held on 13th February 2016 to the last date of online form submission i.e. 25th September 2024 are eligible to participate in the ceremony. All the registered participants are informed to enter the convocation venue by 11:30 pm, on the day of convocation.

Other details of the program are given below.

1. Application Form

The eligible and interested students are required to submit **online application** form through the website www.bpkis.edu from **Sunday, 25th August 2024 (2081 Bhadra 9) to Wednesday, 25th September 2024 (2081 Ashwin 9)**. 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:

Bank Details

Laxmi Sunrise Bank Ltd., Dharam Branch

Account Holder Name: B. P. Koirala Institute of Health Sciences, Dharam

A/C No.: 00310251477018

Swift Code: LXBLNPKA (for Indian nation)

a. **Convocation Fee (Non refundable)**

- | | |
|---|-------------|
| i. Postgraduate (PhD, MD/MS/ MDHA, MDS, MPH, M. Sc. Nursing programs) | Rs. 5,000/- |
| ii. Undergraduate (MBBS, BDS, BSc Nursing, B. Sc. MIT, B. Sc. MLT, BN programs) | Rs. 4,500/- |

b. **Certificate Fee (Non refundable)**

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

c. **Caution Money (refundable) for Gown, Scarf and Hood** Rs. 8,000/-

2. Distribution of Gown, Scarf and Hood

- Student must collect gown, scarf and hood on 5th, 6th, 8th, 9th and 10th November 2024 (2081 Kartik 20, 21, 23, 24 and 25) 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 **Rs. 8,000/-** will be refunded through Finance Administration Division. **In case of loss or damage of convocation materials, Rs. 5,000/- for gown, Rs. 1,500/- for scarf and Rs. 1,500/- 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 w.e.f. 14th November 2024.**
- Those students who have deposited the amount but not participated in the ceremony will be refunded the caution money only (Rs. 8,000/-) 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. 5278, 5277, 5279 and 2220** may be contacted **during office hours.**