

**Prospectus  
of  
Fellowship in Emergency Medicine (FEM),  
Spine Surgery (FSS), Urogynaecology (FUG),  
Endocrinology (FE) and Minimal Invasive  
Surgery (FMIS)  
ENTRANCE EXAMINATION 2023**



**B. P. Koirala Institute of Health Sciences  
Dharan, Nepal**

**BPKIHS OFFICE HOURS**

Sunday – Thursday : 8:00 am to 5:00 pm\*  
Friday : 8:00 am to 1:00 pm  
Saturday : Holiday

*\* 1:00 pm to 2:00 pm lunch break*

***No official transaction will be entertained after the office hours.***

**Contact us**

The Entrance Examination Committee  
B. P. Koirala Institute of Health Sciences, Dharan, Nepal

Telephone No. : 00977-25-525555, 521017 (Ext. 5277, 5278, 5279)

Contact Office in Kathmandu: 00977-1-4372263

Website: [www.bпкиhs.edu](http://www.bпкиhs.edu)

E-mail: [bpkihs.fellowship@bpkihs.edu](mailto:bpkihs.fellowship@bpkihs.edu)

**Note:**

1. Please read the prospectus and instructions carefully before filling the forms. Examination fees once paid will not be refunded.
2. Admission will be made purely based on merit of Entrance Examination and Interview. We do not have any management quota.
3. It is mandatory for shortlisted candidates to appear in the Interview for final selection.

## ***What attracts students and faculties to BPKIHS?***

### **BPKIHS Academics**

- BPKIHS is a leading for Health Sciences University in Nepal. It is known around the globe virtue of its innovative curricula. Every year BPKIHS gets a substantial number of candidates to enroll in its academic programs.
- Its educational philosophy was conceptualized by eminent medical educationists from Nepal, India & various international communities including WHO.

### **International and National Perspectives of BPKIHS**

- There is a substantial number of Indian students studying in the institute. Indian nationals do not require any visa to enter Nepal.
- BPKIHS is an international university in true sense. Students from the Netherlands, Australia, Belgium, Switzerland, Norway, Germany, USA, Canada and other countries visit the institute regularly for their electives and clerkship.

### **BPKIHS curricula** are the most innovative in this region of the globe.

- The BPKIHS curricula provide optimum exposure from primary to tertiary health care system services and the training prepares them to work efficiently both within and outside the country, in urban and rural areas, and tropical and subtropical regions.
- Training/learning is partially interdisciplinary involving students of Medical, Dental, Nursing and other allied health sciences.

### **Research Perspective**

- BPKIHS is a leading scientific institute in Nepal.
- Amongst the other medical institutes of Nepal, the faculty members at BPKIHS publish a maximum number of scientific articles in national and internationally reputed periodicals and journals. It has made BPKIHS well-known worldwide in the field of biomedical and educational research.
- BPKIHS has its scientific journal 'Journal the of B. P. Koirala Institute of Health Sciences' (JBPKIHS).

### **Geographic Location, Climate, Weather and Environment**

- BPKIHS is situated in Dharan - one of the cleanest cities in Nepal, an environment-friendly city surrounded by greenery. It has an electricity supply round the clock even during load-shedding hours. In addition, there are hill stations situated at half-an-hour to three-hour drive for recreation. Dharan enjoys comfortable weather around the year, which is its most unique and enjoyable feature in this region.

### **BPKIHS graduates**

- The graduates of BPKIHS are welcomed worldwide. A substantial number of MBBS and BDS graduates go to pursue higher-level training in the USA, UK, Australia and Canada. Our graduates perform well in Postgraduate Entrance Exams in Nepal, India and abroad. They are well known around the globe for their quality health service and education.
- BPKIHS graduates get attractive placements in emerging health/medical institutes of Nepal and across the globe.

### **Social accountability**

- It has also adopted the principle of “Social Accountability” in general.

### **Facilities within the campus**

- The campus has sufficient playgrounds (for football, cricket, basketball, golf course, tennis court, badminton etc.).
- There are shops, canteens, a post office, banks and ATMs within the BPKIHS premises.

### **Please note**

- Please read this prospectus carefully before submission of application.
- Once admitted to any of the fellowship courses, please keep this prospectus till you complete your course.

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## 1. INTRODUCTION

B. P. Koirala Institute of Health Sciences (BPKIHS) was established on 18<sup>th</sup> of January 1993 and subsequently upgraded to an autonomous Health Sciences University on 28<sup>th</sup> of October 1998 with a mandate to work towards developing socially responsible and competent health workforce, providing health care and engaging in health research. The Institute is located in eastern Nepal and it has extended its continued health services through teaching district concepts to Primary Health Care Centers, District Hospitals and Zonal Hospitals in eight districts of the region. This University is aptly named after Bishweshwar Prasad Koirala, Nepal's visionary leader in social uplifting and a firm believer in national integration.

This Institute is envisaged as one of the most successful examples of Nepal-India cooperation. The Health Ministers of the two countries signed the Indo-Nepal agreement for the collaborative development of BPKIHS on the Hindu auspicious day of Mahashivaratri (March 10, 1994).

BPKIHS has a vision of a self-governing, self-reliant international Health Sciences University aiming at attracting students and teachers from all over the world to its constantly innovative educational programs. BPKIHS has also been envisioned by the Nepalese Parliament as a center of national importance to produce skilled manpower in the health sector to meet the country's needs and also to function as a center of excellence in the field of tropical and infectious diseases.

BPKIHS has subspecialty, postgraduate and undergraduate programs. It has four colleges: Medical, Dental, Nursing and Public Health. Its Central Teaching Hospital has 763 beds and well established major clinical and basic sciences departments.

The **MBBS program** of BPKIHS started in 1994, is recognized by the Medical Council of Nepal, India and Sri-Lanka. It is listed in the World Directory of Medical Schools published by the WHO.

The Institute started the **BDS program** in 1999, which is recognized by the Nepal Medical Council. The duration of both BDS and MBBS Programs is 4½ years followed by a year of Compulsory Community Oriented Residential Rotating Internship, which is mandatory and to be completed successfully at BPKIHS and its Teaching District Hospitals. This feature is new and unique in this part of the world.

**Postgraduate programs (MD/MS and MSc)** were started in 1999. All the MD/MS, MSc and MPH degrees are recognized by respective councils of Nepal and several MD/MS degrees (Anesthesiology, Dermatology and Venereology, Orthopedics, Pediatrics, Surgery, Radiology, Psychiatry, Otorhinolaryngology, Internal Medicine, Pharmacology and Gynaecology & Obstetrics) are recognized by Medical Council of India (MCI) as well. MSc in basic sciences are available in Human Anatomy, Human Physiology, Medical Biochemistry and Medical Microbiology.

The **BSc Nursing program** was started in 1996. This program is well-recognized within and outside the country. All the nursing degrees are recognized by Nepal Nursing Council. **BSc Midwifery program** is to be started from year 2021. There are separate college complexes for both BDS and Nursing programs in the BPKIHS campus.

The **School of Public Health** was established in 2005 and it is running a two-year **MPH program**. The **MSc Nursing Program** is running in Community Health Nursing, Psychiatry Nursing, Maternal Health Nursing, Child Health Nursing and Medical Surgical Nursing.

**The MDS Program** has been running since 2011 in Conservative Dentistry & Endodontics, Periodontology & Oral Implantology, Pedodontics & Preventive Dentistry and Prosthodontics. In 2014, the MDS program has been started in Oral Medicine & Radiology, Public Health Dentistry, Oral Pathology and Orthodontics.

The allied health sciences course running at present is **BSc MIT, BSc Perfusion technology (2021) and BSc MLT (2021)**. In addition, BPKIHS organizes short-term academic programs/refresher courses for national and international students, doctors and faculty members. Continuing medical education on various aspects of health is a culture of BPKIHS.

**The PhD** in different disciplines has been started in 2011. In the year 2013, the Institute started several new courses/programs as follows:

- A. **DM/MCh courses** have been started in the following subjects:
  - DM Cardiology
  - DM Gastroenterology and Hepatology
  - DM Pulmonary, Critical care and Sleep Medicine
  - DM Neonatology
  - MCh Urology
  - MCh GI Surgery
- B. **Fellowship in Emergency Medicine (FEM)**
- C. **Fellowship in Uro-gynaecology (FUG)**
- D. **Fellowship in Spine Surgery (FSS)**
- E. **Fellowship in Endocrinology (FE)**
- F. **Fellowship in Minimal Invasive Surgery (FMIS)**

This University, aiming as a center of excellence in patient care, teaching, and research in the health sector follows an integrated and holistic approach to academics and services.

Situated in Dharan at the foothills having an area of about 700 acres, the University has a clean pollution-free environment, and water and electricity supply around the clock. The institute is committed to its social responsibility and accountability. Candidates from disadvantaged groups are given opportunities for admission to most of the academic programs.

The Institute has innovative approaches of community-based training of students and providing services to the local people through the concept of Teaching District Hospitals (learning by doing at the community level). Accordingly, students of various programs visit and/or are posted to the health institutions under faculty/specialist supervision where on one hand they get an opportunity to learn in the community set-up; and on the other hand, the local health institutions get regular qualified health workforce to provide the quality services by a BPKIHS team of faculty/specialist and interns.

#### **Fellowship in Emergency Medicine (FEM)**

Fellowship in Emergency Medicine (FEM) was started in 2013.

Emergency Medicine is defined by the International Federation for Emergency Medicine as:

*“A field of practice based on the knowledge and skills required for the prevention, diagnosis, and management of acute and urgent aspects of illness and injury affecting patients of all age groups with a full spectrum of episodic undifferentiated physical and behavioral disorders; it further encompasses an understanding of the development of pre-hospital and in hospital medical systems and the skills necessary for this development.”*

The Fellowship in Emergency Medicine is an 18-month training program incorporating 12 months in the Emergency Department of BPKIHS, 4 months of critical care (Anaesthesia and ICU) and up to 2 months of district and/or elective experience. The curriculum will focus on the core elements of the specialist practice of emergency medicine, with an appropriate balance of training through service, supervised learning and teaching, and research. Support will be provided by international faculty, in particular from the Australasian College for Emergency Medicine (ACEM).

### **Fellowship in Urogynaecology (FU)**

Urogynecology is a sub-speciality of Gynecology and in some countries is also known as Female Pelvic Medicine and Reconstructive Surgery. A urogynecologist manages clinical problems associated with dysfunction of the pelvic floor and bladder. Pelvic floor disorders affect the bladder, reproductive organs, and bowels.

Fellowship in Urogynecology is a 2 years training program. The curriculum focuses on the different elements of Urogynecology, with appropriate balance of training through service, supervised teaching learning and research. Support will be provided by international faculty in particular from the Foundation of International Urogynecology Association ([www.fiuga.org](http://www.fiuga.org)).

### **Fellowship in Spine Surgery (FSS)**

Fellowship in spine surgery started in 2019.

Spine surgery is defined as: "surgery of the vertebral fractures and dislocations, Infection of the spine, tumours, degenerative diseases of the spine."

Fellowship in spine surgery is a 2 years training program incorporating emergency, outpatient, ward and OT duties. The curriculum focuses on the core elements of the specialist practice of spine surgery, with an appropriate balance of training through service, supervised learning and teaching, and research. Support will be provided by the Association of Spine Surgeons of Nepal (ASSN) and the Association of Spine surgeons of India (ASSI).

### **Fellowship in Endocrinology (FE)**

Fellowship in Endocrinology started in 2021. It is a 2 years training program with an appropriate balance of training through service, supervised learning and teaching, and research.

### **Fellowship in Minimal Invasive Surgery (FMIS)**

Fellowship in minimal invasive surgery started in 2021. It is a 2 years training program with an appropriate balance of training through service, supervised learning and teaching, and research.

## **2. VISION, MISSION AND GOALS OF BPKIHS**

### **VISION**

#### **BPKIHS has been visualized as**

- ❖ A self-governing, self-reliant International Health Sciences University attracting students and teachers from all over the world to its constantly innovative educational programs.
- ❖ A national center for providing quality health services from tertiary to primary, and developing replicable and sustainable models of integrated health systems sensitive to the needs of both the individuals and the community living in urban as well as rural areas.



- ❖ A prestigious center for biomedical and health system research, and as a center of excellence for tropical and infectious diseases.
- ❖ A complete health development project through its teaching districts, which will catalyze an environment-friendly human development initiative resulting in an enhancement in the quality of life of the people of Nepal and those working in BPKIHS to ensure a high level of commitment to excellence and dedication to service.

## MISSION

The main mission of BPKIHS is to improve the health status of the people of Nepal by providing holistic health care through training of compassionate, caring, communicative and socially accountable health workforce acting as agents of change and through advancement in research and innovation in service as well as education to ensure healthy individuals and families by collaborating with all stakeholders.

## GOALS

### Educational Goals

In terms of achieving the educational goals of the Institute, both the present curricula and future educational programs are to be need-based, integrated, community-oriented and partially problem-solving in line with innovative medical education programs epitomized in the Edinburgh Declaration of 1988. These are the basic tenets on which BPKIHS curricula are based.

In the area of service delivery, this Institute is committed to providing services not only to those coming to its teaching hospital but also to those who are not able to do so. The Institute does this by reaching out to the community that cannot reach the Institute. It is not only reaching out to the sick in the community but is committed to the active promotion of positive health and through it, improvement in the status of the community health that will serve as a measure of attainment of our service goals. The faculty at BPKIHS is expected to monitor health indicators such as Infant mortality rate, crude birth rate, crude death rate, blindness, deafness and disability rates etc. on an ongoing basis much in the same way as we monitor our individual patients in terms of established clinical parameters.

### Research goals

In the field of research, high priority is accorded to the areas requiring greater attention to solve the existing and emerging health problems threatening the well-being of large population groups using a multi-disciplinary, integrated and problem-solving approach. Greater emphasis is placed on research which will lead to the application of available knowledge for the benefit of a large number of people.

### 3. NUMBER OF SEATS AVAILABLE

Disciplines	Available Seats Open Category
Fellowship in Emergency Medicine	2
Fellowship in Urogynaecology	1
Fellowship in Spine Surgery	1
Fellowship in Endocrinology	2
Fellowship in Minimal Invasive Surgery	1
<b>Total</b>	<b>7</b>

#### 4. ELIGIBILITY CRITERIA

1. Candidates who meet the following eligibility criteria can apply for Fellowship:
  - a. For Emergency Medicine, post graduate degree (MDGP or Family Medicine) from Institution/University recognized by BPKIHS/NMC.
  - b. For Urogynaecology, post graduate degree (MD/MS Obstetrics and Gynecology) from Institution/University recognized by BPKIHS/NMC.
  - c. For Spine Surgery, MS in Orthopaedics Surgery or Neurosurgery from Institution/University recognized by BPKIHS/NMC.
  - d. For endocrinology, post graduate degree (Internal Medicine) from Institution/University recognized by BPKIHS/NMC
  - e. For Minimal Invasive Surgery, MS in Surgery from Institution/University recognized by BPKIHS/NMC
  - f. Registered with the Nepal Medical Council (NMC) for post graduate degree.
  - g. At least one year of experience in a relevant specialty following post graduate education.

If a candidate does not fulfill the above criteria or submits false documents and sits for the entrance examination, s/he will be debarred from getting admission or will have to leave the course if false documents are found at a later date.

#### 5. HOW TO APPLY

1. **Candidate must submit his/her application through email ([bpkihs.fellowship@bpkihs.edu](mailto:bpkihs.fellowship@bpkihs.edu)) ONLY. There is no provision for manual submission of application. Please read the prospectus carefully before proceeding to apply.**

##### **Procedure for Online Application**

- Application should be downloaded from BPKIHS official website ([www.bpkihs.edu](http://www.bpkihs.edu)).
  - Scan copy of all the essential certificates/documents (as mentioned in **Page No. 6 Serial No. 5**), along with the duly filled application should be sent to email: ([bpkihs.fellowship@bpkihs.edu](mailto:bpkihs.fellowship@bpkihs.edu)).
  - Attach scan copy of bank voucher transfer receipt of **NPR 5,000**. The forms can be submitted online only from **15<sup>th</sup> April 2023** and the application must reach us by **29<sup>th</sup> April 2023**. However, forms can be submitted with a late processing fee of **NPR 2,000/-** extra from the **30<sup>th</sup> April to 4<sup>th</sup> May 2023**.
  - Once the form has been submitted, it will be scrutinized and the status of the application will be intimated.
  - Candidates must bring and deposit the original bank voucher receipt at the time of Entrance Examination.
  - Admit card will be issued electronically through the mail following verification of the uploaded certificates/bank voucher and the application form.
2. The mode of payment for applying for the Entrance Examination is as follows:
    - i. The fee should be deposited in favor of "**B. P. Koirala Institute of Health Sciences, Dharan**" In the bank mentioned below.
    - ii. The Name and Registration ID of the candidate should be clearly mentioned in the Bank Voucher. The fees can be deposited at any of the following banks:

SN	Name of the Bank	A/C No.
1.	NIC Asia Bank Limited, Dharan Branch	2341014805524014
2.	Sunrise Bank Ltd. Dharan Branch	00310251477018

**Note: Amount deposited in accounts other than the above-mentioned accounts will not be valid.**

3. Candidates should write their date of birth according to the English calendar (A.D.) only.
4. **The Institute does not take any responsibility for the delay or incomplete submission of application.**
5. **Documents to be uploaded for completion of the application form**
  - a. Scanned copies of original certificates and marks sheets of MBBS and MD/MS.
  - b. A scanned copy of the original certificate of registration with the Nepal Medical Council for PG (Specialty registration certificate).
  - c. Any candidate who has been working in hospitals under the Ministry of Health must submit a 'No Objection Letter' from the Ministry of Health at the time of application. Likewise, candidates working in other Public Institutions should also submit a "No Objection Letter" from their current institution/employer. No other letters will be entertained.
  - d. A scanned copy of the original passport/citizenship (both sides)/election card.
  - e. A scanned copy of the original bank voucher.
6. Instructions for photograph /Instruction for signature.
7. In all disputes pertaining to the conducting of the examination, selection and admission and/or any relevant issues, the decision of the Entrance Examination Committee, B. P. Koirala Institute of Health Sciences shall be final.
8. **Date of Entrance Examination**

Entrance examination for **Fellowship program** will be held at **9:30 am** on **6<sup>th</sup> May 2023**, at **B. P. Koirala Institute of Health Sciences, Dharan, Nepal**. The venue will be indicated in the Admit Card. Interview date will be provided at the time of written entrance exam.

No candidate shall be admitted to the examination hall unless S/he holds an Admit Card issued by BPKIHS along with proof of photo identity (Passport/Citizenship/Voter ID Card) issued by the government authority and original bank voucher/SWIFT transfer document.

<b>Entrance Examination Fee</b>	NPR 5,000/-
<b>Submission of application form (Normally)</b>	From 15 <sup>th</sup> April 2023 to 29 <sup>th</sup> April 2023
<b>Submission of application form with late processing fee</b>	From 30 <sup>th</sup> April to 4 <sup>th</sup> May 2023
<b>Late processing charge (including examination fee)</b>	NPR 7,000/-
<b>Issue of electronic Admit Card</b>	From 8 <sup>th</sup> to 12 <sup>th</sup> May 2023
<b>Entrance Exam Date &amp; Time</b>	13 <sup>th</sup> May 2023, 9:30 am
<b>Venue</b>	New Academic Block
<b>Session Start</b>	1 <sup>st</sup> June 2023

## 6. SELECTION PROCESS

### Entrance Examination

The Entrance Examination will consist of **100 single response multiple choice questions carrying 100 marks**. Out of 100 marks MCQ, 50 marks will be from specific MD/MS subject while remaining 50 marks will be from related fellowship subject. There will be no negative marking. The duration of the MCQs examination is **1.5 hour**.

**The minimum qualifying marks will be 50%.**

### In case of a tie in Entrance Examination

If there is a tie between two or more candidates for the last place, the candidate older in age will be given higher position in the merit list.

The results will be published at earliest.

### Medical Fitness Examination

It does not carry any marks but being medically fit for further studies is a must. The selected candidate shall have to undergo medical fitness examination by a Medical Board set up by the Institute. In case of need for further investigation, the Board may refer the candidate to other institutions. In this case, all the expenses must be borne by the candidate. If, in the assessment of the Medical Board, a candidate is found medically unfit for admission to the course, s/he will not be admitted, and the decision of the Board shall be final. In that case, in his/her place, the name of the candidate next on the merit-based waiting list will be announced for admission.

**Please note** that it takes a minimum of three days to complete Medical Fitness Examination. The fellows must take all vaccinations as advised by the Medical Board.

## 7. ADMISSION DATES AND PROCESS

Admission of the selected candidate will be as indicated below. Admission will be taken only during the office hours (please see inside the first cover page of the Prospectus).

- ❖ The candidate selected must be admitted by **1:00 pm 19<sup>th</sup> May 2023**.
- ❖ In case of vacancy, a second announcement will be made in **21<sup>st</sup> May 2023** on the official website.

**All announcements will also be put up on the Institute website: [www.bpkihs.edu](http://www.bpkihs.edu) and Prospective candidates are requested to visit the website.**

## 8. CANCELLATION OF ADMISSION/LEAVING THE COURSE

1. After completing the admission process, if a candidate wishes to cancel his/her admission before the start of the course, s/he will be charged 50% of the first installment. The deposit will be refunded.
2. After the start of the course, if a candidate wishes to cancel his/her admission within 30 days, s/he will not be refunded the fees paid for the first installment. The deposit will be refunded.
3. Candidates who want to leave the course after 30 days will not be refunded the fees paid for the first installment. S/He will also have to pay an additional rupees one lakh as a penalty to get back the deposited certificates. The deposit will be refunded.

## 9. DATE OF JOINING

The Fellows will join the department at **9:00 am on 1<sup>st</sup> June 2023.**

## 10. CONTRACT

Contracts and other bonds will be as per the rules of the Institute. The fellow must strictly adhere to the **Student Code of Conduct** as per the rules and regulations.

***Original academic certificates must be deposited at the time of admission failing which the admission will be cancelled. The certificates will be kept in the Institute and will be given back to the concerned individuals only after the completion of the first year.***

## 11. FEE STRUCTURE

### For Fellowship Courses

	Emergency Medicine	Spine Surgery	Urogynaecology	Endocrinology	Minimal Invasive Surgery
<b>Total tuition fees:</b>	<b>150000/- per year</b>	<b>150000/- per year</b>	<b>150000/- per year</b>	<b>150000/- per year</b>	<b>150000/- per year</b>
First year:	150000/-	150000/-	150000/-	150000/-	150000/-
Second year:	75000/-	150000/-	150000/-	150000/-	150000/-

### Other Charges

S. N.	Particular/headings	Amount of fees in NPR	Frequency of payment
1	Registration	20,000	one time
2	Library	10,000	per year
3	Laboratory	6,000	per year
4	Student welfare fund	3,150	per year
5	Regular Examination	15,000	per year
	Supplementary Exam (in case of failure)	15,000	per attempt
6	Refundable Deposits (Library, Laboratory, etc)	20,000	one time
7	Health Welfare Scheme Charge	1,600	per year
8	Life Insurance premium (amount 5 lakhs)	2,500	per year
9	Nepal Medical Council fee	As per Council rules	one time

### Please note the following additional rules:

1. The Senate (the Governing Body of the University) may change or review the fees & expenses.
2. Each year, Tuition Fee can be paid in three equal installments, the first being paid at the time of admission, and the remaining installments at intervals not exceeding four months thereafter. All other fees should be paid at the time of admission along with the first installment. The last date of payment of fees must be strictly adhered to. No extension is possible unless in exceptional circumstances by prior approval from the Registrar not extending 15 days from the last date of submission of fees. A fine of Rs. 100/- per day will be charged. For further delay after 15 days fine of Rs 150/- per day shall be imposed. Students not paying fees on time will not be allowed to sit in the final examination. Admit cards for such students will not be issued.
3. Enrollment in Health Welfare Scheme is compulsory. The premium may vary each year.
4. Fellows who are required to appear in the supplementary examination will have to pay the examination fee as mentioned above.

## 12. SUBSISTENCE ALLOWANCE FOR FELLOWS

The fellows shall be paid a monthly subsistence allowance equivalent to the starting salary of 9<sup>th</sup> level (नवौ तह) of Nepal Health Service only for 18 months to the Emergency Medicine and 24 months for Endocrinology, Spine Surgery, Minimal Invasive Surgery and Urogynaecology. The allowance is subject to a tax deduction as per the rules and regulations of the Government of Nepal. No other emoluments are given.

## 13. DURATION OF THE COURSE

The Fellowship in Emergency Medicine program of B. P. Koirala Institute of Health Sciences is of 18 months duration and Fellowship in Endocrinology, Spine Surgery, Minimal Invasive Surgery and Urogynaecology is of 24 months duration. The maximum time limit to complete the course is 3 years for FEM and 4 years for FE, FSS, FMIS and FU programs from the date of the commencement of the course.

## 14. DUTIES AND RESPONSIBILITIES

The fellow shall work in all three areas namely **service, learning/teaching and research** under supervision as per the rules and regulations of BPKIHS. In addition, s/he is required to attend classes or other duties as stipulated in the curriculum. The fellow must strictly follow hospital duties. S/he will be required to be involved in teaching undergraduate and post graduate students. The fellow will have elective postings for an appropriate time of up to 2 months, as per academic rules.

The fellow may be posted to institutions outside BPKIHS. In such postings, the institute will not bear any costs.

The fellow must strictly adhere to the code of conduct as per the rules and regulations applicable to the students of BPKIHS.

## 15. LEAVE RULES & REPETITION OF THE COURSE

- During the entire fellowship, a fellow will be entitled to a maximum of 15 days per year. No other leaves are applicable. A maximum of 15 days leave at one time is ordinarily permissible.
- If the total duration of leave is
  - more than 15 days, but less than 6 months the fellows must repeat the course for 6 months
  - more than 6 months and less than one year: there will be a repetition of one year.
- If s/he is absent for more than 15 days without prior approval, his/her admission will be cancelled.
- However, during the entire period of the fellowship, the Dean (Academics) can condone 10 days of absence, if there is a genuine cause.

In case of a candidate fails the final examination or repeats the fellowship for whatever reason, the fellow has to repeat the course for 6 months. He would only be allowed to appear in the Supplementary Examination 6 months after the publication of the result of the regular examination, provided all other requirements are met.

The Examination Section will decide the examination dates. They have to pay examination fees as mentioned in the prospectus. For the period of repetition, fellows will not be paid any subsistence allowances.

### **Repeating fellows shall pay fees as follows:**

1. Tuition Fee: 15% of the total tuition fee of the repeating period i.e. either 6 months or one year as the case may be.
2. All other fees: 100% as mentioned in the prospectus

## **16. ACCOMMODATION**

Accommodation for the fellows will be provided by BPKIHS as per the rules. If both husband and wife are selected, only one accommodation unit will be provided. In case the candidate is already an employee or a spouse of a BPKIHS employee, no separate accommodation will be provided. Accommodation will be provided based on availability. The charge for accommodation shall be as per the rule of the BPKIHS.

## **17. CENTRAL LIBRARY**

The Central Library is well-equipped and resourceful in maintaining the relevant collection of medical books, electronic journals and other resources. It is providing services for 15 hours a day from 8:00 am to 11:00 pm (Sunday – Thursday). On Fridays, it opens from 8:00 am to 1:00 pm and on Saturdays, from 8:00 am to 6:00 pm except on public holidays. The essential international and Indian medical journals are being subscribed to the Central Library annually. Apart from these resources, approximately 14000 titles of biomedical health sciences free full-text e-journals, books, Cochrane and essential databases are accessible from WHO/HINARI. The Annual Reviews on various disciplines are also made freely available to the users. The Electronic Information Services (EIS) has been upgraded in the library by enabling access to online resources through personal devices i.e. laptop, notebook via Wi-Fi connection. Desktop computers are also installed to assist users. Each department has its Departmental Library with an essential collection of books and journals, which is updated regularly.

The library has set up its dedicated server for searching library collections and providing free full-text access to all e-resources available through HINARI, Annual Reviews, and Open Access Journals. Digital Library, useful links and relevant resources are also facilitated through a single platform, E-library, which is made accessible from the IP address/URL <http://elibrary.bpkihs.edu:8000> within the BPKIHS Networking/LAN Networking. In addition to these, the Library is conducting various activities to enhance the knowledge and skills of users for literature search, electronic information access and so on.

## **18. HEALTH WELFARE SCHEME AND LIFE INSURANCE**

Candidate admitted in any of the courses will have to get their health insured comprehensively. They will have to renew their health welfare scheme every year during their whole study period in BPKIHS. Fellows must make sure that they comply with the directives of the welfare scheme.

In addition to health insurance, all fellows will be required to get life insurance which will cover only during the study period for an amount of Rs 5,00,000.00 The students will have to renew their life insurance policy every year.

## **19. GENERAL GUIDELINES FOR FINAL UNIVERSITY EXAMINATION**

1. Fellows will be continuously evaluated throughout the course.
2. Fellows are required to maintain a logbook/portfolio (which carries marks) throughout the course.
3. The final examinations will be held within 18 months but not earlier than 17 months for Emergency Medicine and within 24 months but not earlier than 22 months for Endocrinology, Spine Surgery, Minimal Invasive Surgery and Urogynaecology from the date of starting of the session and shall consist of theory, practical & viva.

4. The theory examination will consist of two papers: Paper I- Applied Basic Science, Specific Subject, Paper II-Related Subject, Recent Advances.
5. The theory papers will consist of Multiple Choice Questions (MCQs), Short Answer Questions (SAQs), Modified Essay Questions (MEQs) or Problem-Solving Exercises (PSEs) and Structured Long Answer Questions (SLAQ).
6. Practical examination will be conducted by the concerned department, and would include short, semi-long and long cases, VIVA and OSCE/OSPE. There may be minor modifications or variations depending on the department.
7. One internal assessment will be conducted by the concerned department within 12-15 months. Students will be given only one chance for appearing in the internal assessment. The internal assessment will not be a barrier to appear in the final examination. **The contribution of internal assessment & final examination to the final assessment will be 30% & 70% respectively.** The 30% marks comprise: 20% from the internal assessment and 10% from the logbook/portfolio assessment. Separate re-internal assessment for failures in the final examination will not be taken. In that case, the re-examination (supplementary final examination) will carry 100% marks.
8. The fellow must maintain a record of their learning/teaching activities in their logbook/portfolio, which is regularly evaluated by the department of the fellowship program.
9. *The supplementary final examination will be held after 6 months of the final examination.*
10. The overall assessment of fellows will be declared after the final assessment, which consists of 30% internal assessment and 70% final examination. For successful completion of the program a student must secure at least 50% marks both in practical and theory separately, complete the official academic duration, receive approval of an appropriate research presentation, and show appropriate professional behavior.
11. A thesis is not required as a prerequisite for appearing in the final examinations of Fellowship programs but clinical research/project should be conducted and the article should be in publishable form.

## **20. ENTRANCE EXAMINATION COMMITTEE**

The Entrance Examination Committee of the institute governs the selection of candidates for admission to all academic programs. The Committee invites and receives applications, screens eligibility, rejects applications not meeting the eligibility criteria, fixes examination date, time and its centers, conducts entrance examinations, publishes results, and recommends admission of successful candidates. The Committee also reserves the right to cancel the admission of any candidate, if, after inquiry it is proved that the information provided by the applicant is false. **The decision of the Entrance Examination Committee shall be final and binding.**



## 21. DHARAN

Dharan is a lovely town situated at the foothill of Siwalik/Chure Mountains in the Eastern Region of Nepal. This town is one of the most important industrial, economic and educational centers in the region and a gateway to the eastern hills & mountains of Nepal. The climate and vegetation of Dharan is a mixture of tropical and sub-tropical. It has very pleasant weather throughout the year. The summer is warm having a maximum average temperature 32°C and the winter is very pleasant having a minimum average temperature 10°C.

The population of the Dharan Sub-metropolitan is 1,73,096 (Male-82,683 Female-90,413); according to General census 2078 having mixed ethnicity and religion. The cultural diversity is another important aspect of Dharan.

Dharan is connected with a domestic airport in Biratnagar a few km north of Indian state of Bihar, about 40 km south (1- hour drive) from Dharan. The same road continues to the north connecting Bhedetar (a hill station ½ hour drive from Dharan), Dhankuta (about 52 kilometers further north), Hile and Basantapur. Dharan is easily approachable from Bagdogra Airport, Siliguri and New Jalpaiguri in West Bengal, Katihar and Jogbani in Bihar. A Trip to Dhankuta, Hile and would definitely be a remarkable one for anyone to see picturesque mountains of the Himalayan ranges. The panoramic views of the majestic mountains and the Himalayas seen from Hile and Basantapur will never be enough for anyone who loves nature.

Dharan is a heritage of Hindu and Buddhist pilgrims; there are Mosques and Churches as well. Barahakshetra, Bishnupaduka, Dantakali, Pindeshwar, BudhaSubba and Panchakanya temples are the famous Hindu holy places one should not miss to visit.

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