Prospectus of
Fellowship in Emergency Medicine

ENTRANCE EXAMINATION 2018

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. (Direct Line): 00977-25-530735
Telephone No. : 00977-25-525555, 521017 (Ext. 4017, 5278, 5433, 2278)

Fax No.: 00977-25-532155, 528757
Contact Office in Kathmandu: 00977-1-4372263
Website: www.bpkihs.edu, entrance.bpkihs.edu
E-mail: office.academics@bpkihs.edu

Note:
1. Please read the prospectus and instructions carefully before filling the forms. Examination fees once paid will not be refunded.
2. If the photograph and signature uploaded along with the online application is not of the specified size and format, the form will be rejected.
3. Admission will be made purely based on merit of Entrance Examination and Counseling. We do not have any management quota.
4. It is mandatory for shortlisted candidates to appear in the counseling for final selection.
5. We have no agents/middlemen inside and outside the Institute for securing seats. Beware of persons claiming to provide seats by any means, whatsoever.
What attracts students and faculties to BPKIHS?

BPKIHS Academics

- BPKIHS is a leading Health Sciences University of Nepal. It is known around the globe by virtue of its innovative curricula. Every year BPKIHS gets 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 are 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 a 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 in tropical and subtropical region.
- 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 maximum number of scientific articles in national and international reputed periodicals and journals. It has made BPKIHS well known worldwide in the field of biomedical and educational research.
- BPKIHS has its own scientific journal ‘Journal of B. P. Koirala Institute of Health Sciences’ (JBPKIHS).
Geo\ngraphic Location, Climate, Weather and Environment

- BPKIHS is situated in Dharan - one of the cleanest cities of Nepal, an environment-friendly city surrounded by greenery. It has electricity supply round the clock even during the load-shedding hours. In addition, there are hill stations situated at half-an-hour to three-hour drive for recreation. Dharan enjoys comfortable weather round 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 institute 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, post office, restaurants, banks and ATMs within the BPKIHS premises.

Please note

- Please read this prospectus carefully before submission of application.
- Once admitted to any of the Post Graduate (PG) 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 January 18, 1993 and subsequently upgraded to an autonomous Health Sciences University on October 28, 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 concept 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 of national integration.

This Institute is envisaged as one of the most successful examples of Nepal-India co-operation. The Health Ministers of the two countries signed the Indo-Nepal agreement for 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 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 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 BDS program in 1999, which is recognized by the Nepal Medical Council. The duration of both BDS and MBBS Program 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 degree are recognized by respective councils of Nepal and several MD/MS degrees (Anesthesiology, Dermatology and Venereology, Orthopedics, Pediatrics, Surgery, Radiology, Psychiatry, Otorhinolaryngology, 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.

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. 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.

MDS Program has been running since 2011 in Conservative Dentistry & Endodontics, Periodontology & Oral Implantology, Pedodontics & Preventive Dentistry and Prosthodontics. From 2014, 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. 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.

PhD in different disciplines have been started from 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. **MD in Hospital Administration (MDHA)**

This University, aiming as a center of excellence in patient care, teaching, and research in health sector follows an integrated and holistic approach in 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 round the clock. The institute is committed to its social responsibility and accountability. Candidates from disadvantaged groups are given opportunities for admission in 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 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 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 prehospital and in hospital medical systems and the skills necessary for this development.”

The FEM is an 18 month training programme incorporating 12 months in the Emergency Department of BPKIHS, 4 months of critical care (Anaesthesia and ICU) and up to 2 months district and/or elective experience. The curriculum will focus on the core elements of 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).

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 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 programmes are to be need-based, integrated, community-oriented and partially problem-solving in line with innovative medical education programmes 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 provide 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 multi-disciplinary, integrated and problem-solving approach. Greater emphasis is placed on research which will lead to application of available knowledge for the benefit of large number of people.
3. NUMBER OF SEATS AVAILABLE

There will be a total of 2 seats in open/in-service category.

4. ELIGIBILITY CRITERIA

1. Candidates who meet the following eligibility criteria can apply for FEM
   a. Post graduate degree (MDGP or Family Medicine) and
   b. Registered with the Nepal Medical Council (NMC) for post graduate degree.
   c. At least one year experience in General Practice and Emergency Medicine.

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 online ONLY. There is no provision for manual submission of application. Please read the prospectus carefully before proceeding to apply.

   Procedure for Online Application
   • Instructions to submit online application is available on the institute’s website: bpkhs.edu, entrance.bpkhs.edu Follow the link provided on home page. Please read the instructions carefully before filling the online application forms.
   • Scan copy of all the essential certificates/documents (as mentioned in Page. No. 7 Serial No. 5), photo and signature must be uploaded along with the application as and where necessary. The full signature of the selected candidate will be verified at the time of entrance examination and admission. A photograph and digital thumbprint of the candidate will be taken during the entrance examination for verification of his/her identity and for keeping institutional record.
   • Attach scan copy of bank voucher/SWIFT transfer receipt of NPR 5,000. The forms can be submitted online only from 27th
April 2018 and the application must reach us by 27th May 2018. However, forms can be submitted with a late processing fee of NPR 2,000/- extra from the 28th May till 3rd June (Sunday) 2018.

- Once the form has been submitted, it will be scrutinized and the status of the application will be intimated within 7 days.
- Candidates must bring and deposit the original bank voucher/SWIFT transfer receipt at the time of Entrance Examination.
- Admit card will be issued electronically and can be downloaded from 19th June 2018 following verification of the uploaded certificates/bank voucher/SWIFT transfer 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” OR
      A SWIFT transfer should be made in favor of “B. P. Koirala Institute of Health Sciences, Dharan” in any one of the banks mentioned below.
   ii. The Name and Registration ID of the candidate should be clearly mentioned in the Bank Voucher or SWIFT transfer document.
   iii. The fees can be deposited at any of the following banks

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of the Bank</th>
<th>A/C No.</th>
<th>SWIFT Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Standard Chartered Bank Nepal, Biratnagar</td>
<td>01-0256021-38</td>
<td>SCBLNPKA</td>
</tr>
<tr>
<td>2.</td>
<td>NIC Asia Bank Limited, Dharan</td>
<td>2303014805524004</td>
<td>NICENPKA</td>
</tr>
<tr>
<td>3.</td>
<td>Nepal SBI Bank Limited, Dharan</td>
<td>19035240100023</td>
<td>NSBINPKA</td>
</tr>
</tbody>
</table>

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 delay or incomplete submission of application.

5. Documents to be uploaded for completion of application form
   a. Scanned copies of original certificates and marks sheets of MBBS and MDGP or Family Medicine.
   b. A scanned copy of original certificate of registration with the Nepal Medical Council for PG (Speciality registration certificate).
   c. Any candidate who has been working in hospitals under the Ministry of Health must submit 'No Objection Letter' from the Ministry of Health at the time of application. Likewise, candidates working in other Public Institutions should also submit "No Objection Letter" from their current institution/employer. No other letters will be entertained.
   d. A scanned copy of original passport/citizenship (both sides)/election card.
   e. A scanned copy of original bank voucher/receipt of SWIFT transfer.

6. Instructions for Photograph
   i) One recent passport size colored photograph, taken after 27th April 2018, with light background is required.
   ii) Black & white / Polaroid photographs are NOT acceptable.
   iii) The photograph must be taken holding an A4 sized placard with the name of the candidate and the date of the photograph printed on it. If name and date are printed on the photograph after taking it, the application will be rejected.
   iv) The name and date on the photograph should be legible.

Example:

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>
NOTE: The candidate must upload the photograph, signature and other required documents. Do not make any mistake while uploading these documents. The scanned copy of photograph, signature and other required documents should be in JPEG or JPG file format.

Candidate must have soft copy/digital copy of passport size photograph and save it as "Photograph Name". The size of the photograph must be between 200 and 500 KB.
   a. Photograph must show the face and both ears clearly.
   b. Photograph should not have cap, goggles/spectacles.
   c. Originality of the photograph should not be altered.
   d. Any application received with photograph submitted other than above will be rejected.

7. Instructions for Signature
   a. Draw a rectangle of 2”x1” on a blank white paper.
   b. Put your signature with a black pen almost filling the rectangle.
   c. Scan that paper, crop the signature area and save it as your name
   d. The size of the signature must be between 100-200 KB.

Example: [Signature]

8. Incomplete application forms will NOT be accepted. Application with all required documents must be uploaded within the stipulated date and time.

9. Recommendation letter from an expert in the related field from the present or past working Institute is a must. Any attempt on the part of the candidate to influence the process of admission directly or indirectly will be treated as a disqualification. All entries and signature of the applicant should be made in proper places.
10. In case any document/certificate required to be submitted along with the application form is not uploaded, the application will be summarily rejected.

11. 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.

12. **Date of Entrance Examination**

   Entrance examination for **FEM** will be held at **2:30 pm on 23rd June 2018, (Saturday)** at **B. P. Koirala Institute of Health Sciences, Dharan, Nepal.** The venue will be indicated in the Admit Card.

13. When filling the forms, the Nepalese candidates are advised to enter their mobile numbers so they can get the SMS updates of registration status themselves.

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.

<table>
<thead>
<tr>
<th>Entrance Examination Fee</th>
<th>NPR 5,000/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of application form</td>
<td>From 27th April Monday to 27th May Sunday, 2018</td>
</tr>
<tr>
<td>Last date of normal submission</td>
<td>27th May Sunday 2018</td>
</tr>
<tr>
<td>Submission of application form with late processing fee</td>
<td>From 28th May to 3rd June Sunday, 2018</td>
</tr>
<tr>
<td>Late processing charge (including examination fee)</td>
<td>NPR 7,000/-</td>
</tr>
<tr>
<td>Issue of electronic Admit Card</td>
<td>From 19th June 2018 onwards</td>
</tr>
<tr>
<td>Entrance Exam Date &amp; Time</td>
<td>23rd June 2018, 2:30 to 5:30 pm</td>
</tr>
</tbody>
</table>
6. SELECTION PROCESS

Entrance Examination
The Entrance Examination consists of 200 single response multiple choice questions carrying 200 marks. The minimum qualifying marks will be 50%. There will be no negative marking. The duration of the examination is 3 hours.

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 FEM 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).

- Candidate selected must be admitted by 5:00 pm 2nd July Monday 2018.
- In case of vacancy, second announcement will be made on 3rd July 2018 in the official website.
All announcements will also be put up on the Institute website: www.bpkihs.edu and entrance.bpkihs.edu. Prospective candidates are requested to see the notice boards or 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. He will also have to pay additional Rs one lakh as 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 2nd September (Sunday) 2018.

10. CONTRACT

Contracts and other bonds etc. 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.

The following will be applicable for in-service candidates.
1. S/he will continue to get full salary including all the allowances of the present designation.
2. S/he will continue to get all the accommodation facilities that s/he is already getting.
3. The candidate will be provided with study leave for a period of 18 months only. The candidate will be required to pay all the fees like an open candidate.
4. The candidate will have to work and perform duties like any other Fellow, without any discrimination.
5. The candidate will have to sign a bond pledging to serve BPKIHS for at least 3 years after passing, failing which s/he will pay an amount of Rs fifty lakhs per year.
6. During the period of fellowship in-service candidates will not be eligible for conference grant facilities.

_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 completion of the first year._

### 11. FEE STRUCTURE

**For FEM course**

<table>
<thead>
<tr>
<th>Particular/headings</th>
<th>Amount of fees in NPR</th>
<th>Frequency of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total tuition fees:</td>
<td>9 lakhs</td>
<td></td>
</tr>
<tr>
<td>First year:</td>
<td>5 lakhs</td>
<td></td>
</tr>
<tr>
<td>Second year:</td>
<td>4 lakhs</td>
<td></td>
</tr>
</tbody>
</table>

**Other Charges**

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

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 a period of 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 final examination. Admit card 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 examination fee as mentioned above.

12. SUBSISTENCE ALLOWANCE FOR FEM FELLOWS

The FEM fellow shall be paid a monthly subsistence allowance equivalent to the starting salary of 9th level (त्री तह) of Nepal Health Service only for 18 months. The allowance is subject to tax deduction as per rules and regulations of the Government of Nepal. No other emoluments are given.

13. DURATION OF THE COURSE

The FEM program of B.P. Koirala Institute of Health Sciences is of 18 months duration. The maximum time limit to complete the course is 3 years from the date of the commencement of the course.

14. DUTIES AND RESPONSIBILITIES

The FEM 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 FEM 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 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 45 days leave (30 days per year). No other leaves are applicable. Maximum of 15 days leave at one time is ordinarily permissible.

- If the total duration of leave is
  - more than 30 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 repetition of one year.

- If s/he is absent for more than 30 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 candidate failing in final examination or repetition of fellowship for whatever reason, a fellow has to repeat the course for 6 months. They would only be allowed to appear in the Supplementary Examination 6 months after the publication of result of the regular examination, provided all other requirements are met.

The status of the candidate in open category will remain that of a fellow till completion of the fellowship. In case of in-service candidate, if the candidate has not completed 18 months of fellowship s/he will have to apply for extension of leave till the completion of 18 months of fellowship. After the completion of the fellowship (18 months) s/he will return to the department in the previous capacity.

The Examination Section will decide the examination dates. They have to pay examination fees as mentioned in the prospectus. For the period of repetition, residents 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 on the basis of availability.

17. CENTRAL LIBRARY

The Central Library is well-equipped and resourceful maintaining 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 library by enabling access to online resources through personal device i.e. laptop, notebook via Wi-Fi connection. Desktop computers are also installed to assist users. Each department has its own Departmental Library with essential collection of books and journals, which is updated regularly.

The library has set up its own dedicated server for searching library collections and providing free full text access to all e-resources available through HINARI, Annual Reviews, 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.bpkhs.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. The students will have to renew the 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 logbook/portfolio (which carries marks) throughout the course.
3. The final examinations will be held within 18 months but not earlier than 17 months from date of starting of session and shall consist of theory, practical & viva.
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 the 12-15 months. Student 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 the record of their learning/teaching activities in their logbook/portfolio, which is regularly evaluated by the department of the FEM programme.

9. *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.

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20. **ENTRANCE EXAMINATION COMMITTEE**

The Entrance Examination Committee of the institute governs 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 of cancellation of 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.

**Note:**

1. **During the examination/before/or later, if a candidate is found indulging in any unfair means, s/he shall be deemed to have used unfair practice at the examination. Such candidates would be expelled and debarred from taking the examination in future too and shall also be liable for criminal action and/or any other action deem fit by the institute.**
2. The seats for FEM program offered by B.P. Koirala Institute of Health Sciences, Dharan is based on merit in the Entrance Examination. The institute has no agents or middlemen for admissions.

3. The Entrance Committee will make all efforts to avoid mistakes while preparing and publishing results but the Committee or the Institute will not be responsible for inadvertent mistakes incurred due to human error. The Entrance Committee also reserves the right to correct mistakes if they are found at any point of time.

4. Any attempt on the part of the candidate to influence the process of admission directly or indirectly will be treated as a disqualification.
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. Dharan has climate and vegetation a mixture of tropical and sub-tropical. It has very pleasant weather throughout the year. The summer is warm having a maximum average temperature $32^\circ$C and the winter very pleasant having a minimum average temperature $10^\circ$C.

The population of Dharan Sub-metropolitan is 1,16,181 (Male-54599, Female-61582; Census 2068 BS) having mixed ethnicity and religion. The cultural diversity is another important aspect of Dharan.

Dharan is connected with a domestic airport in Biratnagar few km north from Indian state of Bihar, about 40 km south (1 hour drive) from Dharan. The same road continues to north connecting Bhetedar (a hill station $\frac{1}{2}$ 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. Trip to Dhankuta, Hile and Basantapur 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 & Basantapur will never be enough to anyone who loves nature.

Dharan is a heritage of Hindu and Buddhist pilgrims; there are Mosques and Churches as well. Barahakshetra, Bishnupaduka, Dantakali, Pindeshwar, Budha Subba and Panchakanya temples are the famous Hindu holy places one should not miss to visit.
Techniques for filling Name, Roll Number, Course Applied for and Answer in the Answer Sheet

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

Entrance Examination for Fellowship in Emergency Medicine

NAME: SURAV WAGLE

ROLL NUMBER: 1 1 2 3 9 9

ANSWER SHEET NO.

NAME OF EXAMINATION CENTRE

DATE OF EXAMINATION: 23/06/2018

IMPORTANT
1. Use only BLACK BALL PEN for writing/marking.
2. Write Roll Number in digits in the boxes like this.
3. Also mark on the corresponding number like this.

USE ONLY BLACK BALL PEN FOR MARKING

1 2 3 4 5 6

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