



CENTRAL COLLEGE

Ref No.: 52183/24



Date: 5th October 2026

URGENT NOTICE: ATTENDANCE REQUIREMENT & NQ POLICY

To: All BHM, BHCM, and BBA Students

Subject: Mandatory 80% Attendance — Failure to Comply Will Result in "Not Qualified (NQ)"

Dear Students,

This is a **strict and final warning** regarding class attendance. As per **Pokhara University rules**, a student **must maintain a minimum of 80% attendance** in each subject. Any student whose attendance falls **below 80%** will be marked **"Not Qualified (NQ)"** in that subject.

Important Consequences You Must Understand:

1. **Below 80% attendance = NQ** in the respective subject. There will be **no exceptions**.
2. **NQ in all five subjects = Termination from the University**. You will no longer be a student of Pokhara University.
3. Being marked NQ may also result in:
 - Being barred from semester-end examinations.
 - Loss of an academic year.
 - Serious impact on your career and future.

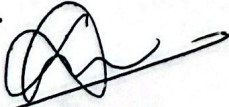
What You Must Do:

- **Attend college every single day** without fail.
- Maintain attendance **well above 80%** in all subjects — do not wait until you fall below the limit.
- If you have genuine medical or emergency issues, **immediately inform the administration** with valid documentation.
- Regularly check your attendance record with your coordinator.

Final Word:

The University and the College will **not be responsible** for any student who fails to meet the 80% attendance requirement. This is **your responsibility**, and the consequences are **severe and irreversible**. Take this warning with the utmost seriousness.

Attendance is not optional. It is mandatory. Protect your academic future — attend every class.


Narayan Dawadi
Program Director


Ganesh Budhathoki
Vice Principal

CC: All Coordinators, Exam department, Front Desk, and Faculties

BBA MHCM BHCM BHM

☎ 01-4110646, 9801141475

✉ info@centralcollege.edu.np

🌐 www.centralcollege.edu.np

📍 Sinamangal-09, Kathmandu, Nepal