

Dr. N. D. Grover  
Registrar



Punjab Technical University  
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PTU/REG/BOC/7148-7159

28 September 2004

Shri Jai Singh Gill, IAS  
Chief Secretary to Govt. of Punjab  
Punjab Civil Secretariat  
Chandigarh

Chairman

Dr. S.K. Salwan  
Vice-Chancellor, PTU

Member

Professor Prem Vrat  
The Director  
Indian Institute of Technology  
Roorkee

Member

Professor R.S. Sirohi  
The Director  
Indian Institute of Technology  
Hauz Khas  
Delhi

Member

Shri K. R. Lakhanpal, IAS  
The Principal Secretary to Govt of Punjab  
Department of Finance  
Civil Secretariat  
Chandigarh.

Member

Shri K.K. Bhatnagar, IAS  
The Secretary to Govt. of Punjab  
Department of Tech. Education & Indl. Training  
Mini Secretariat  
Chandigarh.

Member

Professor M.P. Kapoor  
The Chairman  
North-West Committee  
All India Council for Technical Education  
Chandigarh.

Member

Ms. Rabika Jain  
Regional Director  
CII Northern Region  
Block No. 3  
Dakshin Marg,  
Sector 31-A  
Chandigarh

Member

Shri Chandra Mohan  
Chairman  
Twenty First Century Battery Limited  
C-183, Industrial Focal Point  
Phase VIII B  
Mohali

Member

Dr. R.S. Khandpur  
Director General  
Pushpa Gujral Science City  
SCO 601-61, 3<sup>rd</sup> Floor  
Sector 34-A  
Chandigarh.

Member

Shri Atamjit Singh Bawa  
Prop M/S Lotus Bawa Company  
Nakodhar Road  
Jalandhar.

Member

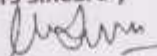
Shri Rajinder Gupta  
Abhishak Industries Ltd.  
85, Industrial Area 'A'  
Ludhiana

Member

Dear Sir/Madam

The Proceedings of the 16<sup>th</sup> meeting of the Board of Governors, FTU held on September 17, 2004 at 1130 hrs in the Committee Room, 6<sup>th</sup> Floor Punjab Civil Secretariat, Chandigarh, are enclosed herewith for your information. These have been approved by the Chairman, BOG.

Yours sincerely

  
(Dr. M.S. Grewal)  
Registrar

Encl: Proceedings of the 16<sup>th</sup> meeting of BOG, PTU

PROCEEDINGS OF THE 16<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS, PTU  
HELD ON 17 SEPTEMBER 2004 AT 1130 HRS IN THE COMMITTEE ROOM,  
6<sup>TH</sup> FLOOR, PUNJAB CIVIL SECRETARIAT, CHANDIGARH.

The following were present in the meeting:

Shri J.S.Gill, IAS Chief Secretary to Govt. of Punjab	Chairman
Dr. S.K. Salwan Vice-Chancellor, PTU	Member
Shri K.K. Bhatnagar Principal Secretary Dept. of Technical Edu. & Indl. Training	Member
Shri Jasbir Singh Bir Special Secretary Dept. of Finance Govt. of Punjab	Member
Prof. M.P.Kapoor Chairman, North Western Regional Committee AICTE Chandigarh	Member
Dr. S.C. Vaidya Nominee, CII, Northern Region Chandigarh	Member
Shri Chandra Mohan Chairman 21 <sup>st</sup> Century Battery Ltd. Mohali	Member
Dr. R.S. Khandpur Director General Pushpa Gujral Science City Chandigarh	Member
Dr. M.S. Grewal Registrar, PTU	Secretary

Leave of absence granted to the following:

Prof. Prem Vrat Director IIT Roorkee	Member
Prof. R.S. Sirohi Director IIT, New Delhi	Member

Shri Atamjit Singh Bawa  
Prof. M/s Lotus Bawa Company  
Jalandhar

Member

Shri Rajinder Gupta  
Abhishek Industries Ltd.  
Ludhiana

Member

Chairman Shri Jai Singh Gill, IAS welcomed the members

The Vice-Chancellor informed the Board that the date of the admission to the engineering and management courses have been extended by the Dept. of Technical Education & Industrial Training, Punjab till 24.9.04. He also informed the Board that the percentage of the seats filled in Engineering Colleges in Punjab is about 75% of the total seats and in comparison to other states around Punjab, this is the highest percentage. He briefed the Board regarding the syllabus updates, action taken to improve the quality of technical education and academic quality of the affiliated colleges / institutes.

After this regular agenda was taken up:

**Item No. 16.1 To confirm the proceedings of the 15<sup>th</sup> meeting of the Board of Governors held on 09 August 2004**

The Registrar informed the members there is no written comments received from any member of the BOG on the proceedings of the 15<sup>th</sup> meeting of the Board of Governors held on 09 August 2004. The Board confirmed the proceedings of the 15<sup>th</sup> meeting.

The BOG noted the action taken report on the 15<sup>th</sup> meeting of the BOG held on 09 August 2004.

While discussing the action taken report on the 15<sup>th</sup> meeting of the BOG, the Vice-chancellor brought out that the tender documents for the expression of interest was advertised in the newspapers. The last date for the receipt of tenders is 20.9.04. He further informed the Board that Dr. S.P. Singh, Vice-Chancellor, GNDU Amritsar has expressed interest of his University to undertake this work. The VC, GNDU, Amritsar has also requested for the extension of date for the receipt of tenders. Similarly, BSNL (A Govt. of India Enterprises) has also shown their interest and they have also requested to extend the date for the receipt of tender.

The Board decided that the response to the advertisement must be seen up to the last date of receipt of tenders, i.e 20.9.04 and if response is inadequate, the date can be extended.

**To redesignate the post of Sports Co-ordinator to Director Sports.**

Vice-Chancellor brought to the notice of the Board that most of the universities have the post of Director (Sports) and it will be advisable to have this designation in PTU because while participating in the meetings of the Inter-University Sports Council, the designation of Sports Co-ordinator will not be

5  
L. Singh

appropriate. He further explained to the Board that the pay scale of the Director (Sports) would be the same as Sports Co-ordinator, so there are no financial implications. The Board approved to re-designate the post of Sports Co-ordinator to Director Sports.

**Item NO. 16.2 To consider the revision of academic regulations for B.Tech/B.Arch/ BBA/ BCA/ B.Pharmacy/ MBA/ MCA and other courses as recommended by Dr. R.S. Khandpur Committee**

In pursuance of the decision taken in the 12<sup>th</sup> Board meeting Dr. R.S. Khandpur committee was constituted to review the academic regulations. In the 15<sup>th</sup> meeting of the Board, Kohli committee report on revision of academic regulations were considered and it was decided that recommendations of the Kohli Committee may be studied by the Khandpur committee and recommendations put up to the Board in its next meeting.

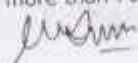
Dr. Khandpur apprised the Board about the recommendations of the committee and presented the salient features of the recommendations. Dr. Khandpur informed the Board that the committee held two meeting on 25<sup>th</sup> March and then on September 9, 2004 to discuss the recommendations before presenting it to the Board. The Board was presented detailed recommendations of the revised academic ordinances and discussions on each salient point of the recommendations were taken up.

Prof. M.P. Kapoor appreciated the intent and the philosophy in amending the academic ordinances. He however mentioned that the report should not mention that the entry qualifications are fixed by the AICTE, since the University is free to adopt a higher entry qualification than prescribed by AICTE, and further it is open to the university to define a cut-off in the entrance examination while admitting students. This would help in controlling the entry qualifications. It was agreed that the report must be amended so that the dilution in entry level qualifications is not attributed to AICTE.

Prof. Kapoor also suggested that the rules regarding filtering at the first year level should be amended to read "first two semesters" wherever 1st year is mentioned, since the university has adopted the semester pattern of examination and the unit in the patten are one semester. The suggestion was accepted.

Prof. Kapoor also suggested that the total duration of the course in case of BBA and BCA may not be changed, since there may be other logistic problems, like past students demanding relaxations. Further, since the examination pattern is semester-wise, the total duration must be fixed as 9 semesters. The suggestion was accepted.

Dr. Khandpur explained that the conditions of awarding distinction was increased from "greater than 70%" to "greater than 75%". The Chairman thought that although the principle in doing so was laudable, but the University may not like to put their own students at a disadvantage as compared to students from most of the other universities where distinction was awarded to anyone with an aggregate of more than 70%. The Board agreed with the decision and it was decided that conditions of awarding distinction must be retained to an aggregate marks of more than 70%.



Dr. Salwan mentioned that the "powers of the Vice-Chancellor" may be changed and any powers of relaxation may vest with the Board alone. The Chairman of the BOG, mentioned that it is a standard clause which are used in all regulations and therefore, there is no ambiguity in it. Prof. Kapoor also agreed that there should not be any over-riding clause with an individual, but as far as this clause is concerned, the Board may accept the clause with the intent that this clause may be used by the Vice-chancellor very sparingly. The suggestions were accepted as approved.

Dr. Salwan mentioned that the university was particularly concerned about the socio-economic considerations of the implementation of the 1 to 5 and 2 to 6 rule, since the students are complaining that after investing 2-3 years of their productive life and huge expenses of professional education they are being ejected from the system. It was therefore, decided that the filtering mechanisms should be such that the student is filtered, if found inadequate to pursue professional education, at the end of first year itself. He also mentioned that various other technical universities have also adopted this mechanism of filtering.

Prof. Kapoor was of the opinion that the university must adopt the IIT system of education wherein a student must pass a course or repeat it, and there should be no provision of reappear or mercy chances. It was felt by all members that there was ample difference in the affiliating system and IIT system of education and therefore the IIT system of education was not the ideal system for implementation at this stage.

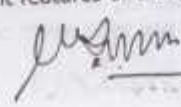
Dr. Khandpur emphasized that the university system, at present, was in a state of turmoil, and the system must be allowed to settle down to safeguard the academic pursuits of the better students in the system, presently however, a handful of students are threatening to halt the process of academics by staging dharnas and agitation.

Dr. Salwan informed the Board that a long term solution was needed to tackle such recurrences in the university, because as soon as we start getting over the immediate problem, another problem in the next semester starts lurking.

The Chairman desired to know if the amended ordinances are implemented now, does it affect the students who have been detained due to 1 to 5, 2 to 6 rule?

Dr. Khandpur explained that the committee had suggested that the revised ordinances be implemented for the batch admitted during 2005-2006, however, the committee thought that in order to reduce the logistics of implementation of different rules for different batches, this rule may be offered to all students enrolled in the system presently, and those who opt for it must not be allowed to change their option.

Dr. Khandpur later explained that in order to revitalize the professional education in the state of Punjab, few recommendations have been made for improving the quality of education. Some of the salient features of the quality plan were as follows:

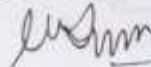


- a. Mentoring and Academic Audit: The university may involve outside experts for mentoring institutions and for taking up the role of facilitator to improve the teaching learning process and imbibe soft skills among students.
- b. Intake: In order to attract only the serious students to professional education, parents must be counselled about the rigors of professional education.
- c. Bridge course: A bridge course may be implemented for weaker students in the first year, so that they are able to cope up with the studies. The University may provide a syllabus and the institutions concerned will have to chalk out the modalities for its implementation.
- d. Internal assessment: The university should provide a system of normalization of the sessional marks.
- e. Quality of faculty: The results of each college should be made available on the website. The Faculty assessment and performance appraisal system should be evolved. This should be used only as an encouragement to faculty and improving their teaching methodology.
- f. Monitoring of academic Performance: A three member standing committee should be constituted to review academic performance of students. A faculty counsellor should be appointed for a batch of 20-30 students who would interact on a periodic basis with his group. Senior students should be involved in taking tutorials of junior students on payment of honorarium. A concept of Teaching assistantship must be evolved.
- g. Attendance: Attendance requirement must be adhered to and relaxations should not be applied as a rule.
- h. Special Lectures: The tele-education project of the university must be used to supplement teaching of special topics through a series of Invited lectures from Experts.
- i. End of Adhocism: Relaxations in rules of the university should not be allowed. No mercy chance should be allowed henceforth.

Prof. M.P. Kapoor appreciated the quality plan of the university. He was doubtful about the feasibility of the Bridge course and about the willingness of the affiliated colleges in implementing this.

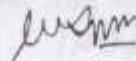
Mr. K.K. Bhatnagar appreciated the recommendations and suggested that there should not be any difference in the rules and it must be uniformly applied. Quality plan should be discussed by a working group and suitable plan for implementation must be made.

Mr. Chandramohan hoped that the present recommendations would help the university to start with more vigor in improving the quality. He also hoped that a handful of students threatening to disrupt the academic pursuit of brighter students would come to an end by implementing these rules and the quality of education would improve significantly.



In view of the above discussions, the Board finalized the recommendations as under:

1. The Khandpur report was accepted and approved with the following amendments:
  - a. Total duration of the course for BBA and BCA shall be 9 semesters.
  - b. For promotion to the third semester, a student shall be required to pass a total of 50% of the theory exam of the courses offered in the first and second semester taken together. In case of odd number of courses, the lower whole number will be taken as 50%. For example out of a total of nine theory papers in Ist and IInd semester, a student must pass four papers to be eligible to be promoted to IIIrd semester.
  - c. A student can be registered to the higher semester only if he/she has fulfilled the attendance criterion of the lower semester.
  - d. First class with distinction will be offered for aggregate of more than 70%.
2. The revised Regulations shall henceforth be called the Academic Regulations 2004 and shall supercede all existing regulations on the subject including amendments as and when issued so far.
3. The Academic Regulations 2004 shall be applicable for the batch admitted during the academic session 2005-2006. It was also decided that they shall be given wide publicity and made a part of the brochure.
4. The existing students of the University who have not exhausted their maximum permissible time limit to complete the degree, shall be given an option to accept and adopt the Academic Regulations 2004 for the balance period of their study in the university. Option once exercised shall not be changed during the entire duration of the study. The existing students will have the option to choose within 1 month of the communication of an order to this effect by the University and will have to submit an affidavit, duly notarized, to be signed by the student duly endorsed by the parent within one month. The rules will be made applicable to such students from the date of signing the option form and past performance shall be ipso-facto accepted.
5. Students, if any, who get the benefit of promotion through Academic Regulations 2004, who were otherwise detained from enrolment in the next higher semester, shall have to complete the attendance requirement. The institution concerned shall make all possible arrangements to hold extra classes to make up for the deficiency. It should be made clear that the University shall not entertain any request for delay of examinations under this pretext.
6. A working group may be formed by the University to formalize implementation of the Quality recommendations of the Khandpur committee. A progress report in subsequent meeting of the Board shall be presented by the Vice-chancellor.





7. A proper procedure will be framed by the university for taking option of the existing students for accepting the new regulations or otherwise. A record of all the existing students will be maintained with their option. VC may appoint a nodal officer who will be responsible for this transition. A comprehensive instruction should be issued within a week streamlining the procedure and other details.

The Board appreciated the excellent efforts of Dr. Khandpur in preparing a comprehensive report.

**Item No. 16.3 To consider the problems of the BBA/BCA students who have exhausted three chances to pass their semester or subjects and have debarred from further studies in view of the Hon'ble Punjab & Haryana High Court decision**

While discussing the revision of academic regulations for B.Tech/B.Arch/BBA/BCA/B.Pharmacy/MBA/MCA and other courses, the problem of the BBA/BCA students who have exhausted three chances to pass their semester or subjects and have been debarred from continuing their studies, was discussed. The opinion of the legal advisor of the Government of Punjab was also discussed. It was decided by the Board that the revised academic regulations shall be applicable to the batch admitted during 2005-06. However, in order to bring uniformity in the implementation of rules, it was further decided by the Board that all the students of the previous year who want to be governed by Academic Regulations 2004 can be asked to give options for adopting these regulations for them. Such option shall be exercised by signing an affidavit by the students and their parents and duly notarised. The student who opts for revised regulations can be governed by revised regulations and accordingly he/she may be allowed to pursue their degree as per Academic Regulations-2004, if eligible.

**Item No. 16.4 Presentation on Tele-education and E-governance project for consideration and recommendations for further action.**

Dr. Salwan explained the rationale behind bringing this item as an agenda in the meeting of the Board. He explained that the University has faced certain criticism in some sections of the media alleging that the University had invested huge expenditure on a project which has yet to deliver. There were certain misconceptions about the Inaugural Lecture of His Excellency the President of India and also about the E-governance and Tele Education project of the University. Dr. Salwan also explained that the University had ensured that the program of the President of India was well planned, tested and trial runs were held before it went live from the Rashtrapati Bhawan.

Dr. Salwan explained that the Inaugural lecture of His Excellency was heard on all the five centres that were set up for the purpose. He also explained that the Rashtrapati Bhawan in a communiqué addressed to the Vice-Chancellor informed that due to link failure in the leased line between the Rashtrapati Bhawan and Comsat Max, the live interaction with students could not take

*[Handwritten signature]*

place at three locations. This was primarily due to incessant rains in Delhi over the two days prior to the day on which his Excellency delivered the inaugural lecture.

A detailed presentation was then made by Dr. R.P. Singh, Associate Dean of the University. Three clippings of recordings were shown to the Board prior to start of the Lecture to prove that the link between Rashtrapati Bhawan and various centers were up and working during the entire night and the President of India himself had interacted with university and Mindlogix officials at three locations late in the night as well as early in the morning.

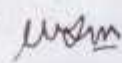
Detailed presentation about the genesis of this novel project, a first of its kind in India was informed to the Board. It was also explained that so far the University had already spent almost 2.5 crores on the project which has been spent on building the infrastructure, providing necessary hardware, developing and customizing the software required, and hiring the necessary bandwidth to simultaneously transmit live lectures from the central studio at PTU to various remote locations throughout the country.

Dr. Singh also explained that over the past six months the university has been aware of the delay in execution of the project due to various logistic problems. It was explained to the Board that the University is not charging the students for this additional facility which is being provided through the university. The necessary funds to facilitate the execution of the project are met out of the share of the University as well as the Regional Learning and Facilitation centers. It was also explained that in the long run this project has the potential to earn considerable revenue for the university.

Also, the university had taken a detailed review of the General Service Agreement (GSA) signed with the company, and it was felt that the GSA had certain loose ends which needed to be tightened. In an effort to safeguard the interest of the university various additional clauses have been added to the GSA, notable amongst them were the following:

1. The entire infrastructure created for the project shall be handed over to the university at the end of the contract period or on termination of the contract.
2. The Support Service provider (SSP) has agreed that it would install VSATs at all locations which enrolment of more than 100 students free of cost.
3. The university shall hold a sum of 10% of the payment till Rs. 50 lakhs is accrued and this security amount shall be released when all assets created for the project are transferred to the university in working condition.
4. In addition to the digital content of the course which will be made available on the web portal by the SSP, it will be the responsibility of the SSP to provide the printed version of the contents to all students enrolled in the program till students are comfortable with the Online education.

Prof. M. P. Kapoor congratulated the vision of the then Vice Chancellor for conceiving this project of tele-education in the state of Punjab. He felt that this project can be used as an effective media to supplement the teaching and learning process of the students enrolled in distant remote sites and would add laurels to the university.



Dr. R.S. Khandpur informed the Board that he was present at the Mohali center during the inaugural lecture of his Excellency the President of India. He said that the center did not face any problems in receiving the lecture of the President, and only at the end of the transmission the interactions could not take place with the Mohali center due to failure in the link.

Shri Chandramohan also congratulated the university for having started the project. He felt that the university may not pay any heed to the reports and must earnestly try to improve the system as it gets along so that maximum students are benefited through this important resource of the University.

Shri K.K. Bhatnagar wanted to know, if the amendments as suggested were signed by the service provider. Prof. Salwan put it on record that an amendment to the GSA has already been signed, duly vetted by legal advisers of the University as well as the service provider. He also wanted to know why the University has spent 2.58 crores without any service being provided by the SSP. It was explained that the payment has been made as per the existing GSA for providing infrastructural facilities and for creating hardware and software needed for the programme, its customization and for developing the content in its digitized form.

Prof. M.P. Kapoor desired to know, if this project would add to the revenue of the university?

It was explained that the university would cut major costs of books, examinations etc., which costs almost 12% of the total fee generated. But since the university is now paying only 5.5% out of its share to the SSP, a net gain of almost 6.5% may accrue for the university.

The Chairman of the Board invited attention of the Board to the proposal of the University for appointing a monitoring committee under the Chairmanship of Shri N.S. Kalsi, IAS for doing technical as well as cost analysis study of the project and suggest modifications wherever appropriate, in order to increase the effectiveness of the project.

The Board approved the constitution of the committee. It was desired that the same committee may evaluate the revenue generation aspect of this project.

**Item No. 16.5 Appointment of Public Relation Officer in PTU**

The Chairman, BOG was of the view that it is not advisable to appoint PRO in the University. He further added that Public Relations work should be done by one of the Officer of the university in addition to his/her normal duties. If absolutely necessary, the Vice-Chancellor may consider outsourcing this work to a marketing agency.

**Item No. 16.6 Any other Item with the permission of the Chair**

- (a) To consider the extension of service of Prof. K.S. Klair, Controller of Examination and Shri S.K. Bhatia, Dean (DEP), PTU

Vice-Chancellor explained that Prof. K.S. Klair is working as COE and Shri S.K. Bhatia as Dean (DEP). The tenure of their contract is expiring on 31.10.2004 and 11.11.2004 respectively. The Controller of Examination has not yet selected and it has been decided to give the work of COE to Dr. M.S. Saini, who has joined as Dean in the University. As Dr. M.S. Saini is new and not conversant with the examination rules, procedures and conduct of examinations, so it is absolutely necessary that he is placed under study before taking over as COE. In order to conduct the December-2004 examinations smoothly, it is necessary that the contract of Prof. Klair may be extended to 31.3.2005.

Vice-Chancellor added that Shri S.K. Bhatia is looking after the work of Dean (DEP). The two Deans selected are likely to join by the end of December-2004. On joining these newly selected Deans, re-distribution of the portfolio of the University i.e Dean (P & D), Dean (DEP), Dean (R & C) will be done. In view of this, the term of contract of Shri S.K. Bhatia may be extended to 31.3.2005.

The Board was of the opinion that the post of COE and Dean (DEP) is very important portfolios and must be handled by permanent incumbent of the University so that proper planning, execution and conduct of all the functions are carried out. The Board advised the Vice-Chancellor that an immediate arrangement for assigning these tasks to permanent officers appointed for these posts, be made. The recruitment process, wherever pending, must be completed expeditiously. In order to have smooth transfer of these duties and smooth transition, Board approved the extension of the term of contract of Prof. K.S. Klair and Shri S.K. Bhatia till it is deemed necessary by the Vice-Chancellor but not later than 31.3.2005.

- (b) **To ratify the migrations approved by the Chairman BOG.**

The Board ratified the decision taken by the Chairman BOG for migration of the students as per list attached as **Annexure-I**

- (c) **To consider constitution of new Board of Governors, on expiry of the term of the present Board.**

The Vice-Chancellor informed the Board that the present tenure of the Board is expiring on December 12, 2004. Apart from the ex-officio members of the Board, the Chancellor has to nominate members for the next Board. The Vice-Chancellor also suggested the following names for consideration of the Board for nomination:

**Two members of the eminent Industrialists [clause 14(5) (8)]:**

1. Shri O.P. Munjal  
Chairman Hero Cycles Ltd.  
G.T. Road  
Ludhiana

2. Shri Pankaj Munjal  
Managing Director  
Hero Motors  
601-International Trade Tower  
Nehru Place  
New Delhi
3. Shri Satish Bagarodia  
CMD  
Winsom Textiles  
SCO 191-92  
Sector 34-A  
Chandigarh
4. Mrs. Neena Singh  
Regional Business Manager  
HDFC Bank  
Sector 8-C  
Madhya Marg  
Chandigarh
5. Mr. P.S. Sehgal  
Executive Director  
Quark Group of Companies  
Industrial Area  
Phase VIII  
Mohali

**Two eminent Technologists [clause 14 (5) (9)]:**

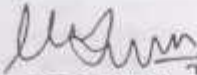
1. Dr. R.S. Khandpur  
Director General  
Pushpa Gujral Science City  
Chandigarh
2. Shri Chandra Mohan  
Chairman, Twenty First Battery Century Ltd.  
C-183, Industrial Focal Point  
Phase VIII B  
Mohali
3. Dr. R.P. Bajpai  
Director CSIO  
Chandigarh.
4. Dr. P.V. Gupta  
Former Director  
National Institute of Technology Kurkshetra  
& Thaper Institute of Engg. & Technology, Patiala

(10):

1. Dr. H.S. Sagar  
Director  
Sant Baba Bhag Singh Institute of Engg. & Technology  
Village Padhiana  
Distt. Jalandhar

The Chairman desired that the University may write a letter to the government for constitution of new Board before December 12, 2004.

The Meeting ended with the vote of thanks to the chair

  
(Dr. M.S. Grewal) 23/9/09  
Registrar