



# STELLA MARY'S COLLEGE OF ENGINEERING

[An Autonomous Institution | Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai  
Accredited by NAAC | Accredited by NBA (Mech & CSE)]

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District, Tamil Nadu - 629 202.

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Circular No.: SMCE/DPDP/2025/01

Date: 07.07.2025

## Circular – Formation of Data Protection Committee

### Subject: Formation of Data Protection Committee (DPC) – Digital Personal Data Protection Act, 2023

In compliance with the Digital Personal Data Protection Act, 2023 (DPDP Act) and to strengthen institutional governance on data privacy, security, and compliance, a Data Protection Committee (DPC) is hereby constituted with immediate effect.

The committee shall oversee the collection, processing, storage, protection, and lawful use of digital personal data across academic, administrative, and operational functions of the institution.

#### Composition of the Data Protection Committee

S.No	Area / Function	Representation
1	Chairperson	Dr. R. Suresh Premil Kumar Principal
2	Admissions	Mrs. S. Arockia Latha Dean - Admissions
3	Examinations	Dr. C. Dhayananth Jegan Controller of Examinations
4	Teaching & Learning Process	Dr. K. Ezhil Vignesh Dean - Academics
5	ERP / Digital Systems	Dr. Pon. Partheeban Dean - Digitalization
6	Hostel Management	Mr. T. Jebakumar Deputy Warden – Men's Residence Ms. G. Usha Kumari Deputy Warden – Women's Residence
7	Training & Placements	Mr. P. L. Monish Placement Officer
8	Administration	Mr. R. Dhanasingh David Senior Assistant - Office
9	Data Protection Officer	Dr. F. Michael Raj DPO (Member Secretary)

#### Roles & Responsibilities

- Ensure institutional compliance with DPDP Act, 2023
- Recommend data protection policies, SOPs, and safeguards
- Monitor data security practices across departments
- Review data breach incidents and corrective actions
- Promote data protection awareness and best practices

The committee shall meet periodically and submit reports to the Principal and Management.

All concerned are requested to extend their full cooperation.



  
Dr. R. Suresh Premil Kumar  
Principal