St. Joseph's College has established a documentation centre in order to create a data base of all events, activities, programmes, projects, meetings, seminars, conferences, achievements, publications, awards- academic, curricular, co-curricular and extra curricular activities related to staff, students, management and alumni. Every detail of the life of our institution needs to be documented for perpetual memory. Hence the student leaders, office bearers of various associations, officials, Deans, HODs, Vice Principals COE and office superintendent are required to cooperate in this great task of compiling and documenting every event/activity by sending the required information along with the photographs, videos and reports in the prescribed proforma which may be downloaded from the college website and mailing the same to doc.sic.2012@gmail.com on a day to day basis.