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| Develop a SMART goal for your Virtual Internship Program | | | |
| Criteria | Description | Questions to consider | Your answer |
| Specific | States in clear terms what outcome, result or behaviour is to be achieved. | * What do I want to accomplish on this program? * How will I accomplish it? * Why do I want to accomplish is? * Who will need to be involved? | ***To improve the NIRF rank of my college in my upcoming year as Chief Technical Secretary of college, which needs to improve the curriculum of my college along with focusing more upon the NIRF guidelines.*** |
| Measurable | Includes a description of the desired outcome and/or measurable results. | * How will I measure this? * How will I know when I’ve completed it? * How will I know if I’m on track to complete this program? | *This will be measured by checking the way students at our college are supposed to work, increasing number of projects and research work than increasing number of handwritten assignments. The final NIRF ranking will tell if I achieved the task or not.* |
| Achievable | A realistic expectation, given time and resources. | * Do I have the skills and knowledge currently to complete this program? * Is this the right time for me to complete this program? * Do I have enough time and resources to complete this program? * Does this goal challenge me in the right way? | *I’ve been working with the technical organization team of my college from the past three years, so I definitely have the skills, more than that, being the Chief Technical Secretary of the college for session 2020-21, I have the power to bring changes too. This goal will also help me become a leader, provide me the date to take big decisions in future* |
| Relevant | There is a clear link to the goals of the department, division, the company and its values. | * Is this worth my time and effort? * How does this link to my career choice? * Is this the right time to complete this program for me? | *This is definitely the right time for me to focus on this, focus upon the betterment of the organization I’ve been working in has always been my foremost aim. Also, the kind of soft skills it will provide me will be beneficial thoughout my complete life.* |
| Time Bound | There is a time limit or deadline by which the objective must be achieved, and there may be a time frame to track phases of completion in an action plan. | * When do I want to complete the program by? * How long do I want to allocate to each module? * How will I track my progress against time per module? * What is my target end date? | *The increase in research work and improvements in the project work our teachers supply should be done by 6 months, then other factors like official website of my college and the public relationships with other colleges should be improved.* |

Now write out your SMART Internship Goal in full (considering the answers to your questions from above):