

POLICY FOR INTERNSHIP/TRAINING OF GRADUATES IN NADA

S.No.	DETAILS	RESPONSIBLE PERSON								
1.	<p>PURPOSE:</p> <p>To establish a policy of internship/training in NADA for graduate students of law/life sciences/social sciences as part of graduation curriculum or immediately following graduation. There shall not be any cost to NADA for the said internship.</p>									
2.	<p>SCOPE:</p> <p>This procedure is applicable for induction of trainees/interns of graduates from law/life science/social sciences for period from 1 month to 6 months.</p>									
3.	<p>ABBREVIATIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">DG</td> <td>Director General</td> </tr> <tr> <td>NADA</td> <td>National Anti-Doping Agency</td> </tr> <tr> <td>ADR</td> <td>Anti Doping Rules</td> </tr> <tr> <td>ISPPPI</td> <td>International Standard for Protection of Privacy & Personal Information</td> </tr> </table>	DG	Director General	NADA	National Anti-Doping Agency	ADR	Anti Doping Rules	ISPPPI	International Standard for Protection of Privacy & Personal Information	
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4.	<p>RESPONSIBILITY :</p> <p>DG, NADA is the authority for the granting approval in matters of training and internship. NADA official entrusted by DG will be responsible for coordination of all works related to training/internship.</p>									
5.	<p>PROCEDURE:</p> <p>An ongoing advertisement for interns shall be placed on the website of NADA. Any application received from individual candidates/request from universities/institutionheads and other relevant authorities from academic institutions may be processed in NADA.</p>	AAO								
	<p>The induction of trainees/ interns shall be throughout the year in accordance to the needs of the student and availability of mentors with NADA.</p>									
	<p>Any information relating to the decisions made by the proceedings of anti-doping panel or criminal or professional against an athlete support personal or other person who is not subject to the Code but would be subject to consequences as defined in Article 2.10.2 of ADR of NADA shall be processed for further action.</p>	LO								
	<p>If Article 2.10.1 and 2.10.2 of ADR met, then NADA shall process</p>	LO								

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	information as defined in Article 2.10.3 of ADR, where there is a previous notice/warning in writing by NADA has been issued to the athlete or other person.	
	The applications received by email/post shall be processed in NADA.	AAO
	Coordination with candidates/institutions for training/internship shall be done by NADA.	PO
	Considering the workflow of the organization maximum of 3 candidates/students may be inducted for training/internship under each mentor in a calendar year.	PO/Mentor
	The details of shortlisted candidates along with period of training will be processed by official for the approval of DG.	AAO
	NADA shall notify WADA with regard to information of disqualified status of the Athlete support personnel or other person and notifications/warnings issued as defined in article 2.10.	APO (JS)
	The shortlisted candidates for training/internship shall be informed by email/speed post to the concerned candidates/institutions by NADA. The training/internship period shall be mentioned clearly in the letter.	AAO
	The trainees/interns will be attached to a NADA official as assigned by DG, NADA.	Mentor
	The trainees/interns shall have to abide by the Data Privacy and Information Sharing policy of NADA.	LO
	All the trainees/interns will be eligible for successful training/internship completion certificate after the training period, if he/she attends the office regularly and 75% attendance is required for the same.	Concerned Trainee
	At the end of training/internship period, trainees/interns shall prepare a report and the same may be reviewed by the assigned official for final approval from DG. The report prepared by the trainee/Intern will be the sole property of the NADA and no information will be used for any purpose without the approval of NADA.	Mentor/Concerned Trainee
	Upon successful completion of training/internship, the certificate for individual candidate may be issued by the DG, NADA.	

References:

1. NADA Anti Doping Rules 2015
2. International Standard for Protection of Privacy & Personal Information