



Incubator Policy of Malla Reddy Health City

Effective from 1 March 2020 until further notice

The Malla Reddy Foundation for Research and Innovation is now reorganised as a pure Med Tech-incubator, with three key parts: (i) Launchpad (early stage coworking), (ii) Propel (early growth startups), and (iii) Accelerators. The endeavor is to actively enable all incubated startups (even those not on any accelerator program). The Malla Reddy Foundation for Research and Innovation wants to make sure through regular interactions with review panels and incubation manager, startups will get a chance to get the help it need. It shall also make startups to be accountable for its own plans. Below are the engagement modes for all startups in the incubator.

1. Enablement

- 1.2. All startups will have an Annual Review by a Review Panel set up by the Malla Reddy Foundation for Research and Innovation, post which the respective agreement terms may be revised. The Annual Review will comprise evaluation of the startup on the following measures: (i) growth of business; (ii) participation in boot camps; (iii) contribution to the Malla Reddy Foundation for Research and Innovation; (iv) adherence to the Incubator Policy.
- 1.3. In addition to the Annual Review, each startup will have three Quarterly Reviews by the Review Panel. The Review Panel will communicate the review/progress criteria to each start up.
- 1.4. In addition to quarterly review with the review panel, there will be a monthly review to update about the recent activities with the Incubation manager.
- 1.5. Each startup is expected to actively participate in the reviews and share the required information (i.e. Financials, strategic roadmap, IP) with the Review Panel and the Malla Reddy Foundation for Research and Innovation.

2. Boot Camp

- 2.1. The Founder(s) of each startup is(are) recommended to discuss a development plan with the Review Panel.
- 2.2. Malla Reddy Foundation for Research and Innovation will organise or facilitate regular boot camps with experts/entrepreneurs/investors through workshops/seminars/conferences/talks; some of which will be made mandatory. Participation in these boot camps will be reviewed as part of the progress against development goals for each Founder(s) of the startups.

3. Mentoring

- 3.1. Each startup is advised to have a mentor to assist them to reach their goals, discussed with the Review Panel. Malla Reddy Foundation for Research and Innovation will facilitate interactions with mentors or investors at regular intervals. Each startup is expected to participate in such interactions.
- 3.2. In case a startup has a mentor assigned by the Malla Reddy Foundation for Research and Innovation, the mentor will be notified of the goals of the startup. The startup is expected to work with the mentor directly to meet the goals.
- 3.3. The Founder(s) of the startup is(are) required to maintain logs of their interactions with the mentor and submit to the Review Panel before quarterly meetings.
- 3.4. The mentors assigned by Malla Reddy Foundation for Research and Innovation is subject to Mentor Guidelines, available separately. Startups can notify the Malla Reddy Foundation for Research and Innovation for any challenges or issues pertaining to the mentor vis-a-vis the mentor guidelines.

4. Support Services

- 4.1. The Malla Reddy Foundation for Research and Innovation will provide the following services to the startups: Clinical immersion, clinical support, clinical validation, clinical trial, UX/UI & Graphic design, CA, Accounting, Legal support, Company Secretary, IP support.

- 4.2. The Support Services will be provided during pre-decided time slots within the office space of the Malla Reddy Foundation for Research and Innovation. Interested startup may use these services depending upon their requirements and as per the agreement between Malla Reddy Foundation for Research and Innovation and the Service providers.

5. Usage of Common Facilities

- 5.1. All spaces other than those allocated in the Agreement to startups or marked to be allocated to startups are “Common Facilities”. All common facilities including meeting rooms to be used strictly for official purposes.
- 5.2. Startups are only permitted to use the space allocated to them in the Agreement and Common Facilities. Using unallocated spaces will be treated as a violation of the Incubator Policy and may attract financial penalty.
- 5.3. Meeting rooms to be blocked in advance by using online tool (G Drive). Using meeting rooms without blocking on G Drive is not recommended. All users have to adhere to the guidelines of meeting room usage (Guidelines of using meeting rooms is available separately).
- 5.4. Food is prohibited in all areas except in the lunch area designated.
- 5.5. Furniture or any other material from any common facilities belonging to Malla Reddy Foundation for Research and Innovation cannot be moved without written permission.
- 5.6. Tampering or damaging of any material is not permitted. Any such damage, if found to be done by any individual, will be billed to her/his startup.
- 5.7. As soon as the startup is allocated a room in the premises of Malla Reddy Foundation for Research and Innovation, the startup is advised to deposit one key of such room to the Incubation Manager or any other person authorised by Malla Reddy Foundation for Research and Innovation. This is to take care of any uncertain situations. The startup shall be solely responsible for any loss or damage to their asset or personal property and Malla Reddy Foundation for Research and Innovation will not bear any responsibility for any loss or damage to their personal property or any asset.

6. Termination of Agreement

- 6.1. In case of exiting from the Malla Reddy Foundation for Research and Innovation, a minimum of one month notice period through email to dia@mrglhospitals.org is compulsory for any startup.
- 6.2. All startup have to complete the Exit Form and attend an exit-meeting with Incubation manager before termination of the Agreement.
- 6.3. Rents and remaining fees will be collected until the Date of Termination as stated in the Exit Form.

7. Code of Conduct

- 7.1. It is expected that all incubatees will conduct themselves in a manner not to harm the reputation of Malla Reddy Health City and Malla Reddy Foundation for Research and Innovation. Any explicit conduct to harm the reputation of Malla Reddy Health City and Malla Reddy Foundation for Research and Innovation, either private or in public, will be brought to the notice of the concerned authority and the review panel for consideration and further action.
- 7.2. Incubatees are expected to maintain decorum and silence while working within the Malla Reddy Foundation for Research and Innovation. Use of foul or abusive language, improper dressing, loud noise, harassment and bullying to fellow incubatees is not permitted.
- 7.3. Usage of alcohol and smoking inside the premises of Malla Reddy Health City is not permitted.
- 7.4. Usage of electrical devices like Refrigerator, Microwave, Electrical kettles etc is not permitted inside the given premise.
- 7.5. Conduct outside work - Malla Reddy Foundation for Research and Innovation does not seek to dictate how incubatees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by incubatees which may jeopardise Malla Reddy Health City and Malla Reddy Foundation for Research and Innovation reputation or position will be dealt with through the disciplinary procedure.

7.5. Access to confidential information - There will be times when incubatees may become aware of confidential information, either about other incubatees or in connection with the Malla Reddy Foundation for Research and Innovation or Malla Reddy Health City's commercial/academic/research activities. Incubatees should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information

8. Operating Procedures

- 8.1. Rent has to be paid as per the agreement in advance by the 5th of every month, either by cheque or by online transaction only. Cash payment of rent is not permitted.
- 8.2. Failing to pay rent on or before the due date above will attract penalty of 1% of the total monthly rate for each day of delay. The penalty amount will be added in the subsequent month's rent.
- 8.3. In case a security deposit has been paid, a one time relaxation of one month is granted, subject to written approval from the CEO of the Malla Reddy Foundation for Research and Innovation obtained on or before the due date.
- 8.4. The startups have to provide the details of all the full time or contract employees (“**incubatees**”) with in a week of their joining the startup and will need office space.
- 8.5. Only incubatees can operate from the allocated office space of the startup. All others will be treated as “**visitors**”. This includes service providers, friends and family, customers, partners, and any other visitor. All visitors will be required to have visitor pass to enter into the premises.
- 8.6. The host startup for the visitor(s) will be responsible for all things concerned with the visitor(s).
- 8.7. All incubatees will be issued ID cards against a charge of ₹ 200 per card within a week after receiving the details. It is mandatory to display ID cards while within the premises.
- 8.8. In case it is found that people (visitor or incubatee) are occupying the premises without a valid ID card, a one time penalty of ₹ 5,000 will be collected from the startup of the same premise.

8.9. In case any incubatee leaving/joining a startup, the founder shall inform through written email about the same and surrender/issue the old/new ID card in a week time. Inability to returned or lost ID cards will bear a penalty of ₹ 1000 per card.

9. General Terms

- 9.1. Malla Reddy Foundation for Research and Innovation has the flexibility to revisit the rents or any of the incubator policy. The same will be communicated to the startups a month in advance of its effective date.
- 9.2. Malla Reddy Foundation for Research and Innovation has the flexibility to use the logos or accomplishment of the startups for its communication and branding purposes.
- 9.3. All official documentation or communication to media or in public domain pertaining to the Malla Reddy Foundation for Research and Innovation should be pre-approved by the Incubation Manager.
- 9.4. This is a Confidential Document and circulation of this document to anyone else other than than the signatory is strictly prohibited.
- 9.5. Incubatees are permitted to use Malla Reddy Foundation for Research and Innovation internet and other infrastructural facilities strictly for business purposes of their respective startups.
- 9.6. The CEO of Malla Reddy Foundation for Research and Innovation has the apex authority for deciding all matters concerning the violation of the Incubator policy.