

## Indian Council of Medical Research

# Guidelines for Standardised Institute Nomenclature

*For Uniform Usage of Institute Names Across All 28 ICMR Institutes*

## 1. Scope and Applicability

These guidelines apply uniformly to all 28 ICMR Institutes and across India. Every institute is required to follow the naming conventions described in this document wherever the institute name appears in any official or public-facing context.

## 2. Purpose

Consistent and correct usage of the institute name is essential to:

- Maintaining a unified ICMR brand identity across all institutes.
- Ensuring accurate attribution in research publications, reports, and communications.
- Providing clarity to the public, funding bodies, and the scientific community.
- Alignment with the naming conventions published on the official ICMR website.

## 3. Prescribed Name Format

The approved format for referencing any ICMR institute name is:

### Full Name (Abbreviation)

Example: **ICMR National Institute for Research on Women's Health, Mumbai (ICMR-NIRWoH)**

Context	Format to Use	Example (ICMR-NIE)
Standard usage (official letters, publications, reports, websites, email signatures, presentations)	Full Name (Abbreviation)	ICMR National Institute for Research on Women's Health (ICMR-NIRWoH)
Online forms where parentheses are not permitted or character length is restricted	Full Name only	ICMR National Institute for Research on Women's Health
Space-constrained items: name plates, name tags, lanyards, small banners	Abbreviation only	ICMR-NIRWoH

## 4. Where These Guidelines Apply

This naming convention must be followed in all contexts where the institute name appears, including but not limited to:

Category	Examples
Research & Publications	Journal articles, reports, conference papers, theses
Official Correspondence	Letters, memos, official communications
Presentations	PowerPoint slides, posters, standees

Digital Platforms	Websites, email signatures, social media handles and profiles
Physical Identifiers	Name plates, name tags, institute signages, banners
Any other context	Any other place where the institute name is displayed or referenced

## 5. Formats That Must NOT Be Used

The following name formats are non-compliant and must not be used under any circumstances. The examples below are illustrative; each institute should treat the equivalent forms of its own name as similarly prohibited.

Incorrect Format	Reason
ICMR-National Institute for Research on Women's Health	Hyphen used between ICMR and full institute name
National Institute for Research on Women's Health	Missing ICMR prefix; not aligned with ICMR website listing
National Institute for Research on Women's Health (ICMR)	ICMR placed inside parentheses instead of as a prefix
National Institute for Research on Women's Health - ICMR	ICMR appended as a suffix with a dash
NIRWoH (ICMR) / NIRWoH-ICMR / NIRWoH ICMR / ICMR NIRWoH	Various non-standard abbreviation formats
Indian Council of Medical Research, National Institute for Research on Women's Health	Expanded form of ICMR used instead of the acronym
Any other permutation or combination	Not approved; creates inconsistency across platforms

## 6. Implementation

All institutes are requested to immediately begin transitioning to the approved name format across all platforms. Priority should be given to:

- Social media handles and profiles
- Email signatures of all institute staff
- Institute website
- Ongoing and upcoming publications and reports

Physical identifiers such as signages, name plates, and name tags should be updated at the earliest opportunity, such as when they are next due for replacement or renewal.

Reference: <https://www.icmr.gov.in/institutes>