A

Seminar report

On

MANAGEMENT INFORMATION SYSTEM (MIS)

Submitted in partial fulfillment of the requirement for the award of degree
Of MBA

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Preface

I have made this report file on the topic **MANAGEMENT INFORMATION SYSTEM (MIS);** I have tried my best to elucidate all the relevant detail to the topic to be included in the report. While in the beginning I have tried to give a general view about this topic.

My efforts and wholehearted co-corporation of each and everyone has ended on a successful note. I express my sincere gratitude to …………..who assisting me throughout the preparation of this topic. I thank him for providing me the reinforcement, confidence and most importantly the track for the topic whenever I needed it.

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I would like to thank respected Mr…….. and Mr. ……..for giving me such a wonderful opportunity to expand my knowledge for my own branch and giving me guidelines to present a seminar report. It helped me a lot to realize of what we study for.

Secondly, I would like to thank my parents who patiently helped me as i went through my work and helped to modify and eliminate some of the irrelevant or un-necessary stuffs.

Thirdly, I would like to thank my friends who helped me to make my work more organized and well-stacked till the end.

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Introduction

Management information system gives emphasis to the collection, organization, analysis and distribution of information for the planning and control of business and organizational operations. Within every organization, management is required to bring together the data gathered through its functional activities and to analyze that data to help management decision making.

What is management information system?

A management information system (MIS) is a computerized database of financial information organized and programmed in such a way that it produces regular reports on operations for every level of management in a company. It is usually also possible to obtain special reports from the system easily.

Nature and Scope of MIS
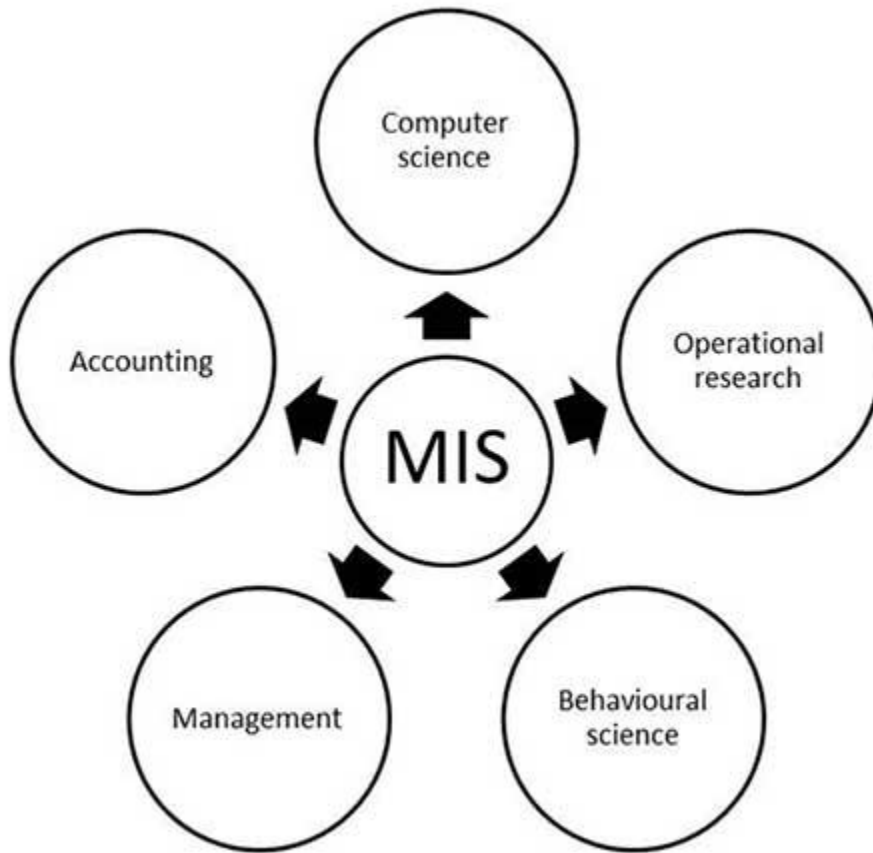
Objectives of MIS

The goals of an MIS are to implement the organizational structure and dynamics of the enterprise for the purpose of managing the organization in a better way and capturing the potential of the information system for competitive advantage.

Following are the basic objectives of an MIS:

- **Capturing Data:** Capturing contextual data, or operational information that will contribute in decision making from various internal and external sources of organization.
- **Processing Data:** The captured data is processed into information needed for planning, organizing, coordinating, directing and controlling functionalities at strategic, tactical and operational level. Processing data means:
  - o making calculations with the data
  - o sorting data
  - o classifying data and
  - o summarizing data
- **Information Storage:** Information or processed data need to be stored for future use.
- **Information Retrieval:** The system should be able to retrieve this information from the storage as and when required by various users.
- **Information Propagation:** Information or the finished product of the MIS should be circulated to its users periodically using the organizational network.

Types

1. Electronic Data Interchange Systems (EDI)

Electronic data interchange systems represents the exchange of documents and transactions by a computer in one company with the computer(s) of one or more other companies in an open-system environment. The application of EDI involves the conversion of a written document into a machine-readable form so that a computer in one company can communicate directly with the computer of the other company (1999,).

2. Decision Support Systems (DSS)

Essentially, an individually oriented decision support system is designed to satisfy the needs of a manager at any level in a distributed data processing environment. The system is designed to support the problem-finding and problem-solving decisions of the manager. Such a system emphasizes direct support for the manager in order to enhance the professional judgment required to make decisions, especially when the problem structures tend to be semi structured and unstructured (1999,).

3. Executive Information Systems (EIS)

EIS is used mostly for highly structured reporting, sometimes referred to as status access. DSS has become almost synonymous with modeling and unstructured, ad hoc querying. Executive information systems are aimed at senior executives who currently have few, if any, computer-based systems to assist them in their day-to-day responsibilities. EIS brings together relevant data from various internal and external sources, delivering important information quickly and in a useful way. More important, it filters, compresses, and tracks critical data as

determined by each executive end user. EIS performs the conceptually simple task of informing senior executives on matters relevant to their organizational responsibilities. Unlike traditional MIS functions that focus on the storage of large amounts of information, EIS focuses on the retrieval of specific information and on status access. The emphasis is on reducing the time and effort that the executive user must expend to obtain useful information for making the organization more competitive and its employees more productive.

An executive information system can be defined in its broadest sense as one that deals with all of the information that helps an executive make strategic and competitive decisions, keeps track of the overall business and its functional units, and cuts down on the time spent on routine tasks performed by an executive. As such, an EIS is capable of providing an executive with the right information in the right format, fast enough to enable the individual to make the right decisions (1999,).

4. Idea Processing Systems

Idea Processing Systems are systems designed to capture, evaluate, and synthesize individual ideas into large context that has real meaning for decision makers. The basic stages of an idea processing system center on inputs in the form of a problem statement and an observation about the problem. Processing involves idea generation and evaluation of ideas for solving the problem (1999,).

Components of MIS

MIS is a system or process that consists of people, machines, procedures, data methods and database as the elements of the system. Different components of MIS are discussed follow-

1) **Hardware:** The hardware compeonent of MIS means all the input and output devices that help the feeling and displaying the information as per requirement. Different input devices are keyboard, scanners and mouse etc. The output devices are monitor, printer, network devices etc. Hardware devices are the physical parts of MIS. These can help in maintaining the data of business.

2) **Software:** Softwares are the programmes and applications which convert machine into readable language. Different softwares generaly used for processing the information of an orgaisation are ERP and CRP, ERP is software package that combines all data and processes of an organisation. In order to achieve the integration, it uses multiple components of computer software as well as hardware. Advantage of ERP system is that it uses a single, unified database to store data for various systems. Under ERP system all functions of an organisation can be controlled. On the other hand, ORM is a software package which includes the capabilities, methodologies and technolgies to support an organisation in managing the relationship with customers. ORM can enable the organisation to manage their customers through the introduction of reliable systems, processes and procedures.

3) **Procedures:** Procedure implies a set of sales and guideline, which are established by an organisation for the use of a computer based information system, Procedure depends on the natutre and purpose of the organisation. So procedures are different for different organisations. Moreover, it may vary from one department to another department according to requirement. As for example, production department requires information on raw materials, quality of goods etc. But the sales department requires information on quality of goods to be sold, the expenditure of sale etc. So, different departments have to set their procedures in different ways so that the MIS can help in retrieving the information as per requirement of a particular department.

4) **Personnel:** Different personnel of MIS are computer experts, managers, users of computer based information system. Majority of the personnel use the computer based information for preparing plans and programmes, rules and regulations, and for taking different decisions.

Advantages

1. **It Facilitates planning:** MIS improves the quality of plants by providing relevant information for sound decision – making. Due to increase in the size and complexity of organizations, managers have lost personal contact with the scene of operations.

2. **In Minimizes information overload:** MIS change the larger amount of data in to summarized form and there by avoids the confusion which may arise when managers are flooded with detailed facts.

3. **MIS Encourages Decentralization:** Decentralization of authority is possibly when there is a system for monitoring operations at lower levels. MIS is successfully used for measuring performance and making necessary change in the organizational plans and procedures.

4. **It brings Co ordination:** MIS facilities integration of specialized activities by keeping each department aware of the problem and requirements of other departments. It connects all decision centers in the organization.

5. **It makes control easier:** MIS serves as a link between managerial planning and control. It improves the ability of management to evaluate and improve performance. The used computers has increased the data processing and storage capabilities and reduced the cost.

6. MIS assembles, process, stores, Retrieves, evaluates and disseminates the information.

Disadvantages

1. Highly sensitive requires constant monitoring.

2. Buddgeting of MIS extremely difficult.

3. Quality of outputs governed by quality of inputs.

4. Lack of flexibility to update it.

5. Effectiveness decreases due to frequent changes in top management

6. Takes into account only qualitative factors and ignores non-qualitative factors like morale of worker, attitude of worker etc.

Conclusion

Management information system involves the information system and the organization. Dell benefits a lot from the management information system. The system helps the company create strategies that will help the company conquer any problems and threats from competitors. The system also assists the company in processing the needed information. Management Information Systems also helps a company to create or update its inventory control system.

References

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