- What is MIS ?
- MIS deals with the planning for developments management and use of information technology tools to help people perform all tasks related to information processing and management.
- It is defined as system which provides information support for the decision making in the organization.
- MIS is defined as a system based on the database of the organization evolved for the purpose of providing information to the people in the organization.
- MIS is defined as computer based solution.

MIS should have following points

- Handling of high volume of data
- Confirmation of the validity of data and transaction
- Complex processing of data and multidimensional analysis.
- Quick search and retrieval
- Mass storage
- Communication of the information system to the user in time.
- Fulfilling the changing needs of the information

MIS Processes

- Collection
- Organization
- Extraction
- Distribution
- Storage of wide information
- Management control and analysis of data

History of MIS

• 1950s

 Electronic data processing system could be afford by the large organization. They were used to keep accounting transactions.

• 1960s

 MIS were used to generate a limited range of predefined reports, balance sheet. They were trying to perform a decision making support role.

1970

 DSS were interactive in the sense that they allowed the user to choose between numerous options and configurations.

History of MIS

• 1980s

- The introduction of decentralized computing instead of having one large mainframe computer for the entire enterprise, numerous PC's were spread around the organization.
- First commercial application of artificial intelligence techniques in the form of expert system which could perform specific task in specific area.

• 1990s

 Strategic Information system was introduce for managing strategy in different type of organization.

Characteristics of MIS

System approach:

MIS follows the system approach, which implies a step by step approach to the study of system and its performance in the light of the objective for which it has been constituted. It means taking an inclusive view at sub-systems to operate within an organization.

Management-oriented:

The management-oriented characteristic of MIS implies that top-down approach needs to be followed for designing. MIS implies the management dynamically to the system development towards the completion of management decision.

As per requirements:

The design and development of MIS should be as per the information required by the managers. It means MIS should cater to the specific needs of managers in the hierarchy of an organization.

Characteristics of MIS

• Future-oriented:

The design and development of MIS should also be future purpose so that the system is not restricted to provide only the past information.

• Integrated:

A complete MIS is a combination of its multiple sub-components to provide the relevant information to take out a useful decision. An integrated system, which blends information from several operational areas, is a necessary characteristic of MIS.

• Common data flows: This concept supports numerous basic views of system analysis such as avoiding duplication, combining similar functions and simplifying operations. The expansion of common data flow is a cost-effectively and logical concept.

- Characteristics of MIS
- Long-term planning:
- MIS should always develop as a long term planning because it involves logical planning to get success of an organization. While developing MIS, the analyst should keep future oriented analysis and needs of the company in mind.
- Relevant connection of sub-system planning: The MIS development should be decomposing into its related sub-systems. These sub-systems must be meaningful with proper planning.
- It contains data in tabular form. The data base is responsible to operations like insertion, deletion, updating of records. This database covers information related to inventory, personnel, vendors, customers, etc. the data stored in the database.

- Components of MIS
 - **People** these are the users who use the information system to record the day to day business transactions. The users are usually qualified professionals such as accountants, human resource managers, etc.
- Business Procedures these are agreed upon best practices that guide the users and all other components on how to work efficiently. Business procedures are developed by the people i.e. users, consultants, etc.
- Data the recorded day to day business transactions.
 For a bank, data is collected from activities such as deposits, withdrawals, etc.
- **Hardware** hardware is made up of the computers, printers, networking devices, etc. The hardware provides the computing power for processing data. It also provides networking and printing capabilities. The hardware speeds up the processing of data into information.
- Software these are programs that run on the hardware System software refers to the operating system and Applications softwares.

Advantages of MIS

- Provide relevant information for facilitating planning and timely control.
- Summarize result minimizes information loading.
- Easy to measure performance helps organization for decentralization.
- It improves coordination with all the department of the organization.
- Enhance quick, cheap and efficient communication.
- 24 by 7 information access
- It saves time and paper work time.
- It creates new type of job related to information technology.

Disadvantages of MIS

- It requires constant monitoring for all level of management.
- Difficult to develop.
- Security issues
- The result may affect due to the change in management.
- Measures only quantitative result.
- It may increase unemployment

Role of MIS

- MIS satisfies the diverse needs through variety of system such as query system, analysis system, modeling system and decision support system.
- It helps in strategic planning management control, operational control and transaction processing.
- MIS helps the junior management personnel by providing the personal data for planning, scheduling and control and help for further decision making.
- It helps the middle management in short term planning, target setting and controlling the business functions.
- MIS helps the top level management in goal setting, strategic planning and evolving the business plans and their implementation.

Impact of MIS

- A well designed system with a focus on the manager makes an impact on the managerial efficiency.
- The impact is on the managerial ability to perform.
 It improves decision-making ability considerably high.
- MIS work on the basic system such as transaction processing and database, the drudgery of the clerical work is transferred to the computerized system, relieving the human mind for better work.
- This MIS has a direct impact on this overhead. It creates information —based working culture in the organization.

Impact of MIS

- The MIS begins with the definition of data, entity and its attributes. It uses a dictionary of data, entity and attributes, respectively, designed for information generation in the organization.
- The MIS calls for a systematization of the business operations for an effective system design.
- It improves the administration of the business by bringing a discipline in its operations as everybody is required to follow and use systems and procedures.
- This process brings a high degree of professionalism in the business operations.

Importance of MIS

- MIS helps to take rational decision, timely and reliable information is essential and is procured through a logical and well structured method of information collecting, processing and disseminating to decision makers.
- It provides timely, reliable and useful information to enable the management to take speedy and rational decisions.
- MIS helps to compete not locally but globally, a manager has to take quick decisions, otherwise his business will be taken away by his competitors.
- It helps managers to process a large voluminous data; failing which he may end up taking a strong decision that may prove to be very costly to the company.

Importance of MIS

- It help decision makers in organizations by providing information at various stages of decision making and thus greatly help the organizations to achieve their predetermined goals and objectives.
- Organizations today just cannot survive and grow without properly planned, designed, implemented and maintained MIS.
- It has been well understood that MIS enables even small organizations to more than offset the economies of scale enjoyed by their bigger competitors and thus helps in providing a competitive edge over other organizations.

How MIS help business Organization

- The MIS satisfies the diverse needs through variety of systems such as query system, analysis system, modeling system and decision support system.
- The MIS helps in strategic planning, management control, operational control and transaction processing.
- The MIS helps in the clerical personal in the transaction processing and answers the queries on the data pertaining to the transaction, the status of a particular record and reference on a variety of documents.
- The MIS Executive helps the junior management personnel by providing the operational data for planning, scheduling and control, and helps them further in decision-making at the operation level to correct an out-of-control situation.

How MIS help business Organization

- The MIS helps the middle management in short term planning, target setting and controlling the business functions. It is supported by the use of the management tools of planning and control.
- The MIS helps the top-level management in goal setting, strategic planning and evolving the business plans and their implementation.
- The MIS plays the role of information generation, communication, problem identification and helps in the process of decision-making. The MIS, therefore, plays a vital role in the management, administration and operation of an organization.