**Q - 1: WHAT IS MIS?**

ANS -> Management Information Systems (MIS) is the study of people, technology, organizations, and the relationships among them. MIS professionals help firms realize maximum benefit from investment in personnel, equipment, and business processes. MIS is a people-oriented field with an emphasis on service through technology.

**Q - 2: WHAT IS PLANNING?**

ANS ->

The plan for development and its implementation is a basic necessity for MIS. In MIS the information is recognized as major resource likecapital and time. If this resource has to be managed well, it calls upon themanagement to plan for it and control it, so that the information becomesa vital resource for the system.

The management information systemneeds good planning. This system should deal with the managementinformation not with data processing alone. It should provide support forthe management planning, decision making and action. It should providesupport to the changing needs of business management.A long range MIS plan provides direction for the development of thesystem and provides a basis for achieving the specific targets or tasksagainst time frame.

Following are the contents of MIS planning :

MIS Goals and Objectives : It is necessary to develop the goal and objectives for the MIS which will support the business goals. The MIS goals and objectives will consider management philosophy, policy constraints, Business risk, internal and external environment of the organization and business. The goals and objectives of the MIS would be so stated that they can be measured. The typical statements of the goals can be providing online information on the stock and market; the query processing should not exceed more than three seconds and the like.

Strategy for Plan Achievement : The designer has to take a number of strategic decisions for the achievement of MIS goals and objectives. They are

d) Development Strategy : Ex. an online, batch , a real time.

e) System Development Strategy : Designer selects an approach to system development like operational verses functional, accounting verses analysis.

f) Resources for the Development : Designer has to select resources. Resources can be in-house verses external, customized or use of package.

g) Manpower Composition : The staff should have the staffs of an analyst, and programmer.

The Architecture of MIS : The architecture of the MIS plan provides a system and subsystem structure and their input, output and linkage. It spells out in details the subsystem from the data entry to processing, analysis to modeling and storage to printing.

The System Development Schedule : A schedule is made for development of the system. While preparing a schedule due consideration is given to importance of the system in the overall information requirements. This development schedule is to be weighed against the time scale for achieving certain information requirements.

Hardware and Software Plan : Giving due regards to the technical and operational feasibility, the economics of investment is worked out. Then the plan of procurement is made after selecting the hardware and software. One can take the phased approach of investing starting from the lower configuration of hardware going to the higher as development take place. The process needs matching the technical decisions with the financial decisions.

**Q - 3: WHAT IS MANAGEMENT?**

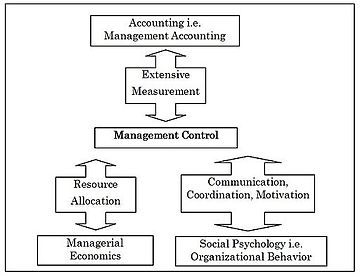
ANS ->

A management control system (MCS) is a system which gathers and uses information to evaluate the performance of different organizational resources like human, physical, financial and also the organization as a whole in light of the organizational strategies pursued.

Management control system influences the behavior of organizational resources to implement organizational strategies. Management control system might be formal or informal.

**Q - 4 : EXPLAIN THE MANAGEMENT CONTROL SYSTEM.**

ANS -> A management control system (MCS) is a system which gathers and uses information to evaluate the performance of different organizational resources like human, physical, financial and also the organization as a whole in light of the organizational strategies pursued.



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**Q - 5: EXPLAIN THE DIFFERENT LEVEL OF MANAGEMENT.**

ANS ->

The term “Levels of Management’ refers to a line of demarcation between various managerial positions in an organization. The number of levels in management increases when the size of the business and work force increases and vice versa. The level of management determines a chain of command, the amount of authority & status enjoyed by any managerial position. The levels of management can be classified in three broad categories:

* Top level / Administrative level
* Middle level / Executory
* Low level / Supervisory / Operative / First-line managers

Managers at all these levels perform different functions. The role of managers at all the three levels is discussed below:

Top Level of Management

It consists of board of directors, chief executive or managing director. The top management is the ultimate source of authority and it manages goals and policies for an enterprise. It devotes more time on planning and coordinating functions.

The role of the top management can be summarized as follows -

* Top management lays down the objectives and broad policies of the enterprise.
* It issues necessary instructions for preparation of department budgets, procedures, schedules etc.
* It prepares strategic plans & policies for the enterprise.
* It appoints the executive for middle level i.e. departmental managers.
* It controls & coordinates the activities of all the departments.
* It is also responsible for maintaining a contact with the outside world.
* It provides guidance and direction.
* The top management is also responsible towards the shareholders for the performance of the enterprise.

Middle Level of Management

The branch managers and departmental managers constitute middle level. They are responsible to the top management for the functioning of their department. They devote more time to organizational and directional functions. In small organization, there is only one layer of middle level of management but in big enterprises, there may be senior and junior middle level management. Their role can be emphasized as -

* They execute the plans of the organization in accordance with the policies and directives of the top management.
* They make plans for the sub-units of the organization.
* They participate in employment & training of lower level management.
* They interpret and explain policies from top level management to lower level.
* They are responsible for coordinating the activities within the division or department.
* It also sends important reports and other important data to top level management.
* They evaluate performance of junior managers.
* They are also responsible for inspiring lower level managers towards better performance.

Lower Level of Management

Lower level is also known as supervisory / operative level of management. It consists of supervisors, foreman, section officers, superintendent etc. According to R.C. Davis, “Supervisory management refers to those executives whose work has to be largely with personal oversight and direction of operative employees”. In other words, they are concerned with direction and controlling function of management. Their activities include -

* Assigning of jobs and tasks to various workers.
* They guide and instruct workers for day to day activities.
* They are responsible for the quality as well as quantity of production.
* They are also entrusted with the responsibility of maintaining good relation in the organization.
* They communicate workers problems, suggestions, and recommendatory appeals etc to the higher level and higher level goals and objectives to the workers.
* They help to solve the grievances of the workers.
* They supervise & guide the sub-ordinates.
* They are responsible for providing training to the workers.
* They arrange necessary materials, machines, tools etc for getting the things done.
* They prepare periodical reports about the performance of the workers.
* They ensure discipline in the enterprise.
* They motivate workers.
* They are the image builders of the enterprise because they are in direct contact with the workers.

**Q - 6: EXPLAIN WHAT IS ECONOMICS ?AND LIST TYPES OF ECONOMICS.**

ANS ->

An economic system is a means by which societies or governments organize and distribute available resources, services, and goods across a geographic region or country. Economic systems regulate the factors of production, including land, capital, labor, and physical resources. An economic system encompasses many institutions, agencies, entities, decision-making processes, and patterns of consumption that comprise the economic structure of a given community.

1. Traditional economic system
2. Command economic system
3. Market economic system
4. Mixed system

**Q - 7: WHAT IS SYSTEM , CHARACTERISTIC OF SYSTEM.**

ANS -> The key term used most frequently. Understanding systems and how they work is critical to understanding systems analysis and design.

CHARACTERISTIC OF SYSTEM -

**Organization**

* structure and order
* Example: Hierarchical organization in a company.
* Computer system: organization of various components like input devices, output devices, CPU and storage devices

**Interaction**

* Between sub systems or the components
* Example: the main memory holds the data that has to be operated by the ALU.

**Interdependence**

* Component linkage
* Component dependence

**Integration**

* How subsystems are tied together to achieve the system objective

**Central Objective**

* Should be known in early phases of analysis

**Q - 8 : EXPLAIN THE APPLICATION OF MIS & CHARACTERISTIC OF MIS.**

ANS -> <https://www.tutorialspoint.com/management_information_system/management_information_system.htm#:~:text=Characteristics%20of%20MIS&text=It%20should%20be%20based%20on,sub-systems%20within%20the%20organization>.

**Q - 9: EXPLAIN THE BENEFITS OF MIS.**

ANS -> <https://in.indeed.com/career-advice/career-development/what-is-mis-system#:~:text=An%20MIS%20is%20used%20to,a%20uniform%20and%20accessible%20manner>.