INTRODUCTION TO MIS

Management Information System plays a very important role in an organization. There is hardly a business magazine that dos not contain article about information system.

MIS can be defined as –

"A system which collects, processes, stores and distributes information to help in decision making for managerial functions."

(Planning, staffing, directing, controlling, organizing and budgeting)

It may also be defined as Integrated user/ Machine system for providing information to support the decision making process.

MIS is a computer based system, which presents both external and internal information of business.

This system utilizes computer hardware and software, manual procedure for analysis, planning, control and decision making.

These system do not take decisions but they assist in providing a necessary information as an input to the decision making process.

MIS should provide information which is consistent, accurate, timely, economically flexible and relevant.

MIS can be computerized or manual. MIS provides information in report format on regular basis to assist managers with decision which occur frequently and can be anticipated.

MANAGEMENT

Management has been defined in a variety of ways, but for our purpose it compromises the processes or activities that describes