

# INTRODUCTION

**Management Information System (MIS) provides information for the managerial activities in an organization. The main purpose of this research MIS provides accurate and timely information necessary to facilitate the decision-making process and enable the organizations planning, control, and operational functions to be carried out effectively.**

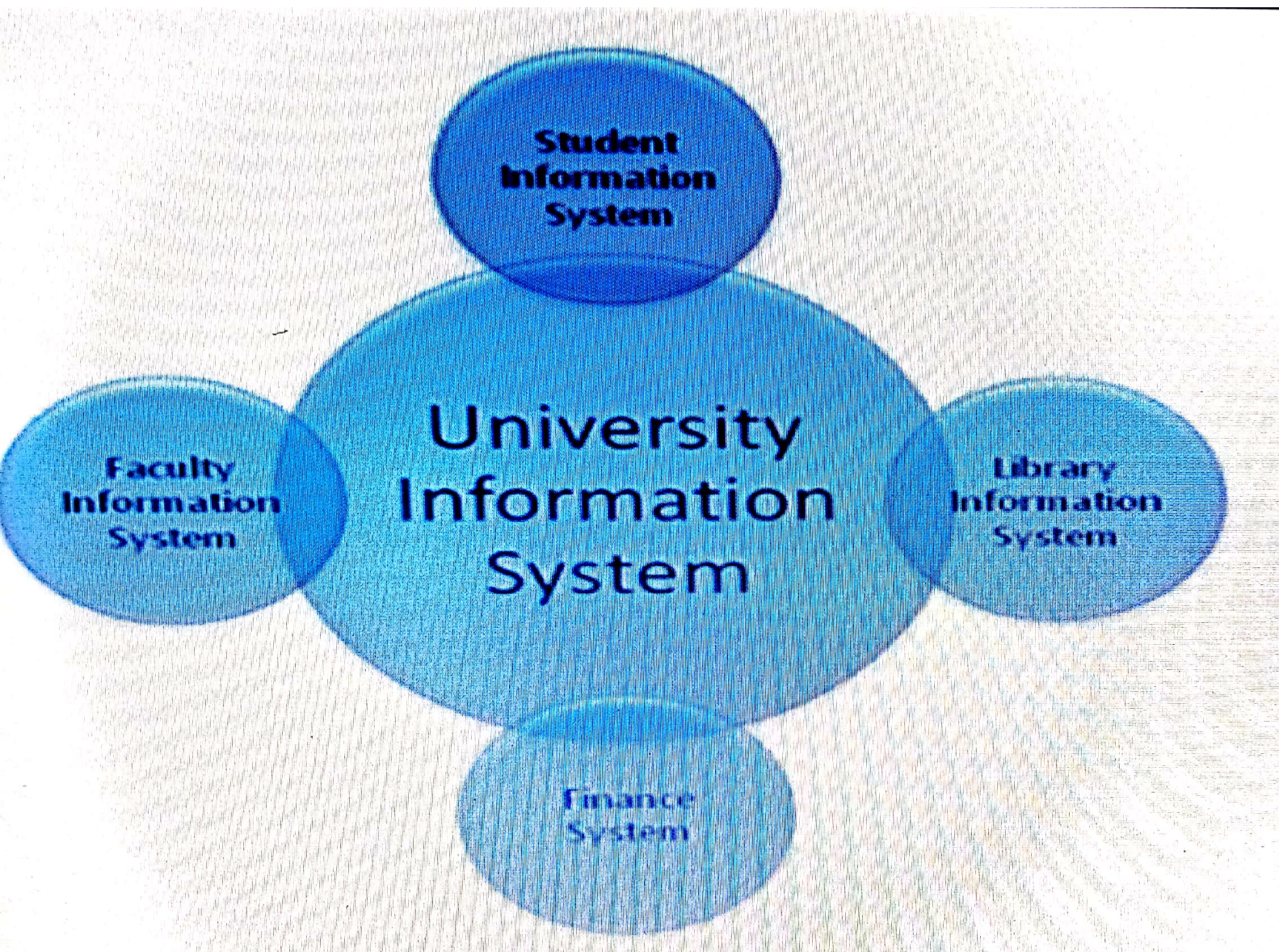
**Management Information System (MIS) is basically concerned with processing data into information and is then communicated to the various Departments in an organization for appropriate decision-making.**



## SCOPE OF STUDY

**The term "MIS" arose to describe such applications providing managers with information about sales, inventories, and other data that would help in managing the enterprise. Today, the term is used broadly in a number of contexts and includes decision support systems, resource and people management..**







# WHAT IS MIS?

- 1) Right Information**
- 2) To the right person**
- 3) At the right place**
- 4) At the right time**
- 5) In the right form**
- 6) At the right cost**



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## Characteristics of a Management Information System

- 1) Provides reports with fixed and standard formats - Hard-copy and soft-copy reports
- 2) Uses internal data stored in the computer system
- 3) End users can develop custom reports
- 4) Requires formal requests from users

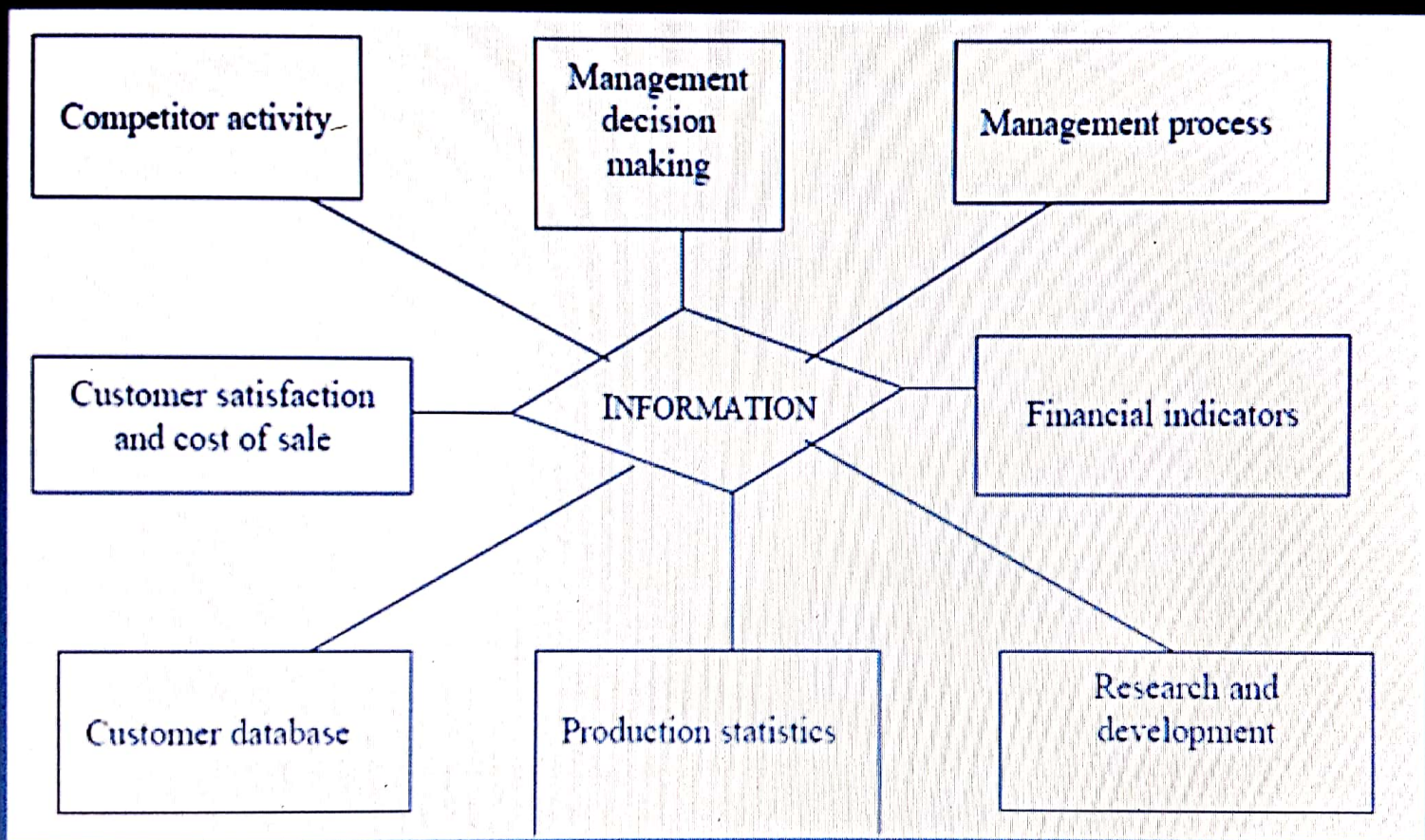


# THE MIS DEFINITION

- 1) The MIS is defined as an integrated system of man and machine for providing the information to support the operations, the management and the decision making function in the organization.
- 2) The 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.



# INFORMATION CHART



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# VARIOUS TYPES OF MIS

- ❖ Transaction processing systems: *Management information systems (MIS), per se,* produce fixed, regularly scheduled reports based on data extracted and summarized from the firm's underlying transaction processing systems to middle and operational level managers to identify and inform structured and semi-structured decision problems.
- ❖ Decision support systems (DSS) are computer program applications used by middle management to compile information from a wide range of sources to support problem solving and decision making.



- ❖ Executive information systems (EIS) is a reporting tool that provides quick access to summarized reports coming from all company levels and departments such as accounting, human resources and operations.
- ❖ Marketing information systems are MIS designed specifically for managing the marketing aspects of the business.



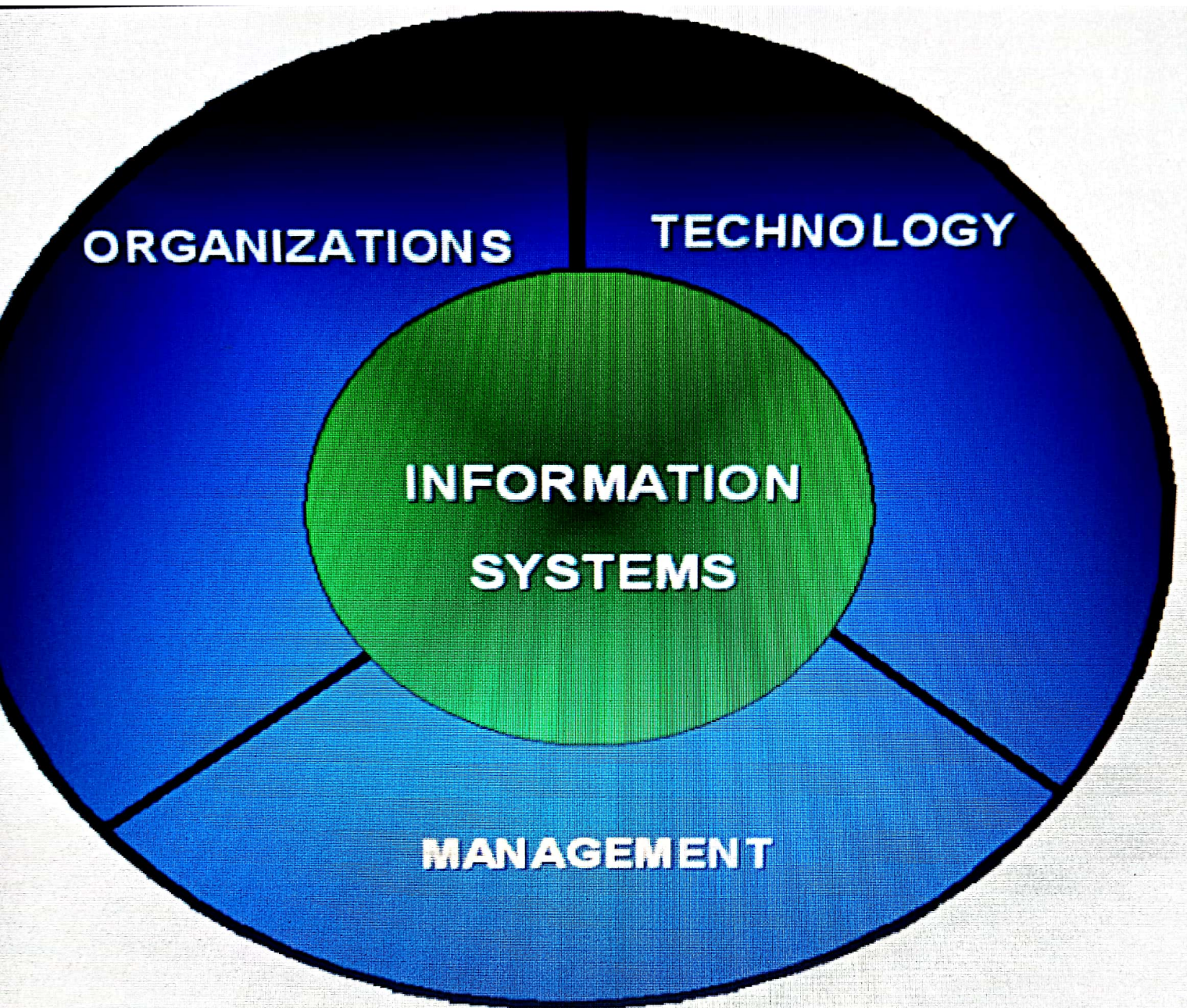
# ADVANTAGE

- **The following are some of the benefits that can be attained for different types of management information systems.**



- ❖ Companies are able to highlight their strengths and weaknesses due to the presence of revenue reports, employees' performance record etc. The identification of these aspects can help the company improve their business processes and operations.
- ❖ Giving an overall picture of the company and acting as a communication and planning tool.







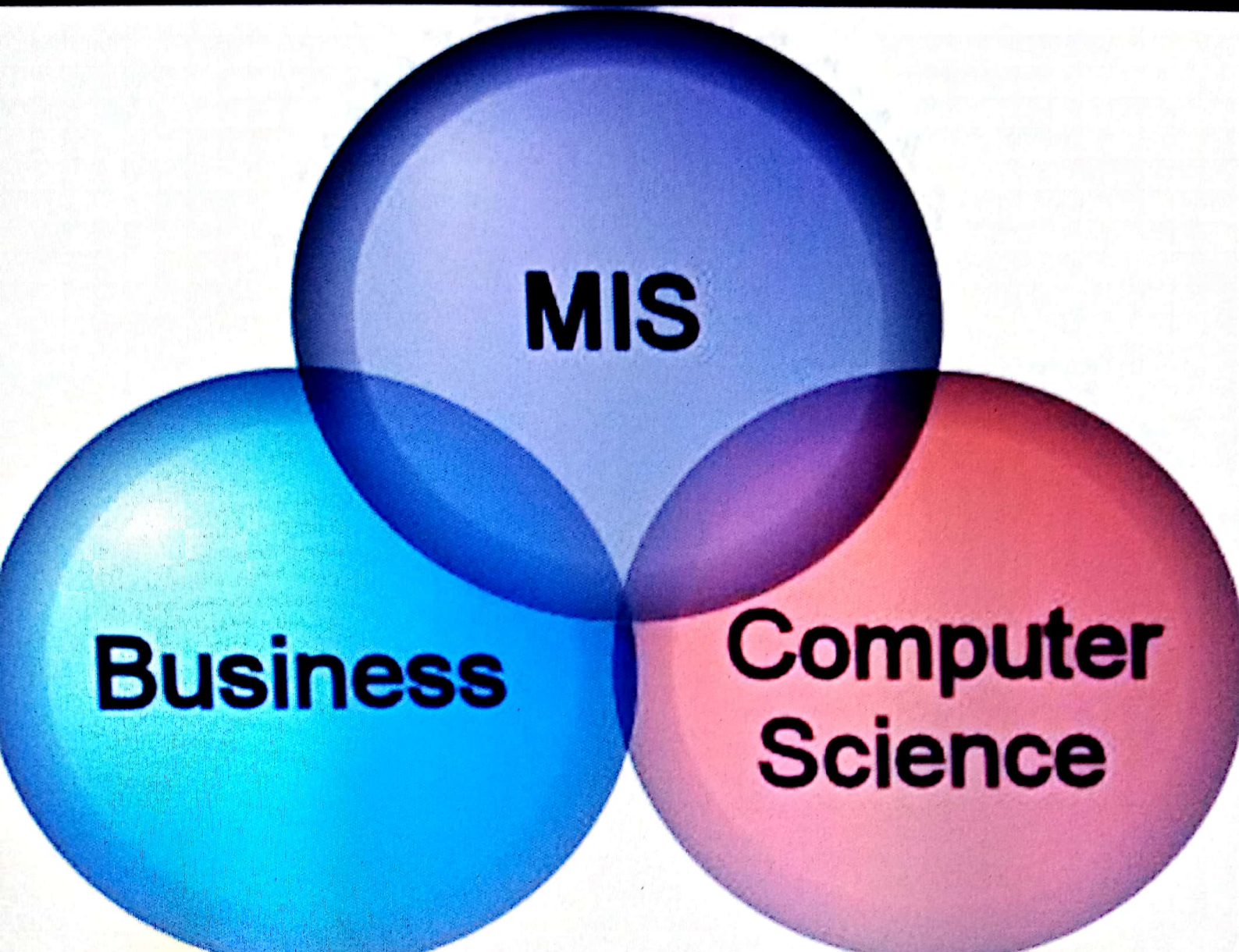
# NEED OF MIS

Information that needs to be recorded and studied includes relevant information of the department for planning process as well as specific information to know whether one involved in SWM services is performing his duty well, adequate vehicles are given to the SWM Dept. by the workshop, the vehicles give their optimum output, the repairing and maintenance of vehicles and equipment at the workshop is properly done, the vehicles carrying the waste to the disposal site are optimally utilised, the processing plants are performing well, landfill sites are well managed etc.

The first thing each morning the chief executive should see is whether anything unusual or unsatisfactory has happened needing immediate remedial measures. A list of items is given below on which the data should be collected and kept on record for planning purposes and a few proformae are designed for monitoring the activities done by various sections of SWM department as under which may be utilised by the local bodies with suitable modifications.



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# CONCLUSION

MIS differ from regular information systems because the primary objectives of these systems are to analyze other systems dealing with the operational activities in the organization. In this way, MIS is a subset of the overall planning and control activities covering the application of humans, technologies, and procedures of the organization. Within the field of scientific management, MIS is most of ten tailored to the automation or support of human decision making.

As organizations grow, MIS allows information to move between functional areas and departments instantly, reducing the need for face-to-face communications among employees, thus increasing the responsiveness of the organization.