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Management Information System

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UNIT I



Introduction: MIS Concept-MIS
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MIS Concept-MIS Definition



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.

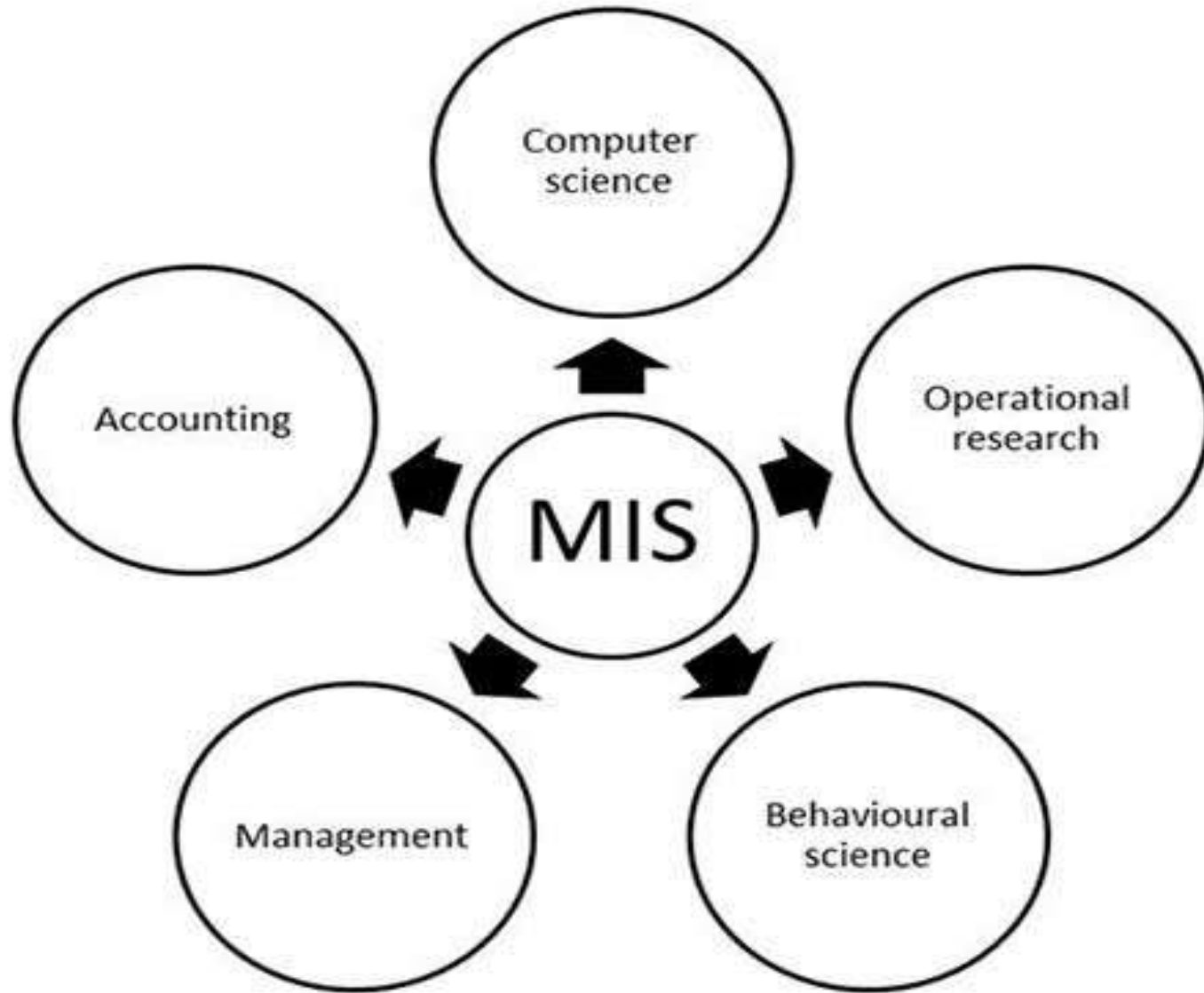


DEFINITION



MIS is an integrated man/machine system for providing information to hold up the operations, management and decision making functions.

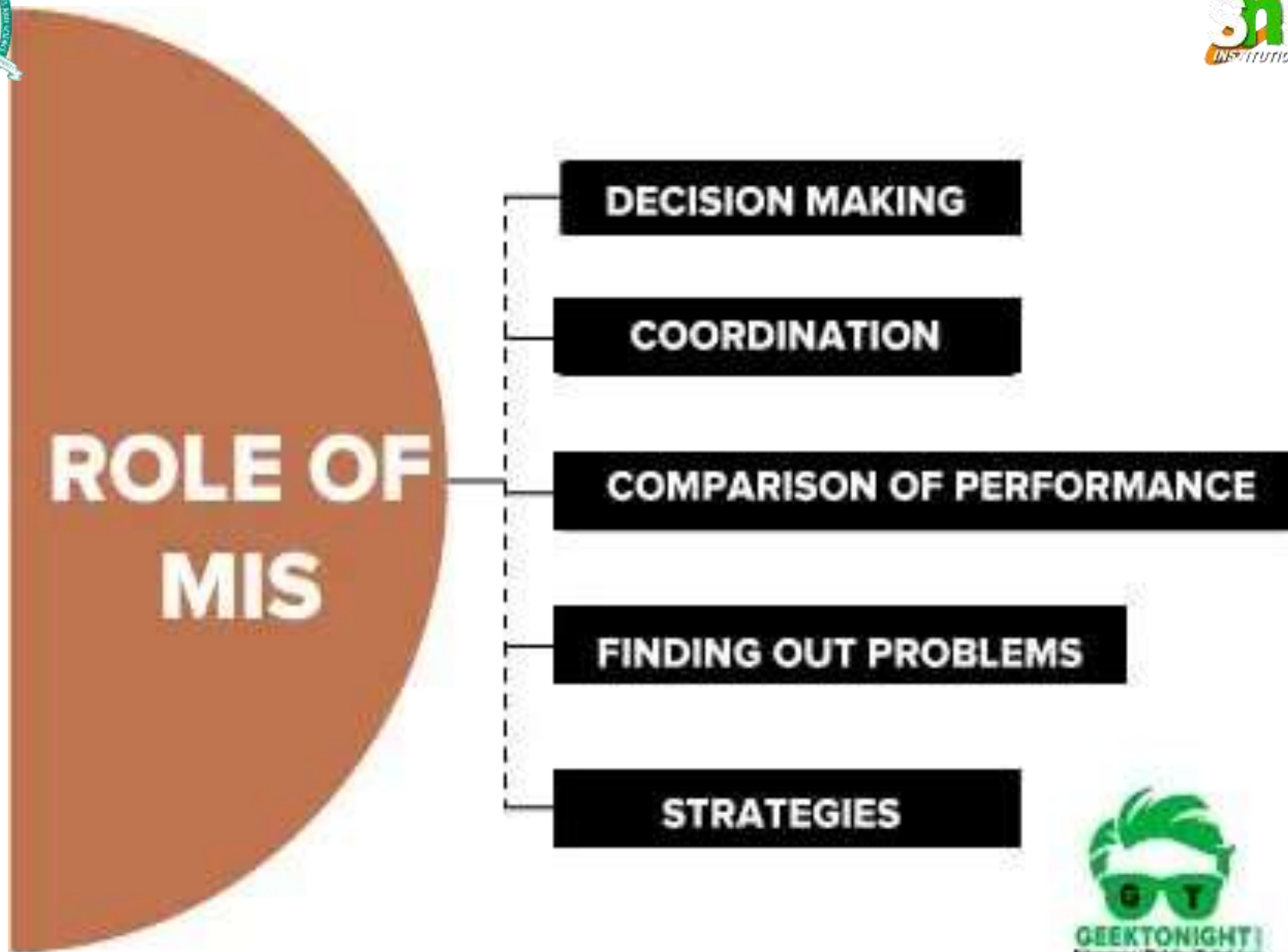
A formal method of collecting timely information in a presentable form in order to facilitate effective decision making and implementation, in order to carry out organizational operations for the purpose of achieving the organizational goals' an organization.





Role of MIS

The role of MIS in business is to provide real-time data and information that can be used to make informed decisions, streamline operations, and remain competitive in today's rapidly changing business environment.



IMPACT OF MIS

- Management of departments becomes more sufficient.
- Monitoring of Functional targets become easy.
- MIS helps in better understanding of the business.
- MIS helps in better achievement of goals with a well designs system with focus on the manager.



1. Improved Decision-Making:

MIS provides timely and accurate information to decision-makers, enabling them to make informed and strategic decisions.

2. Operational Efficiency:

MIS streamlines and automates routine business processes, reducing the time and effort required for manual tasks.



3. Enhanced Communication:

MIS facilitates communication and collaboration within an organization by providing a centralized platform for sharing information.

4. Resource Management:

MIS helps in optimizing the use of resources, including personnel, finances, and equipment.

5. Strategic Planning:

MIS supports long-term planning by providing data and analysis that helps organizations understand market trends, customer behavior, and competitive landscapes.



MIS and Computer



- **Data Processing:**
 - Computers are used to process vast amounts of data in MIS. They perform tasks such as data collection, storage, retrieval, and manipulation, which are essential for generating meaningful information.
- **Information Storage:**
 - Computers serve as the primary storage devices for data in MIS. Databases and file systems are used to store structured and unstructured data, ensuring easy access and retrieval when needed.

- **Automation of Tasks:**
 - MIS relies on computers for automating routine and repetitive tasks. This includes data entry, calculations, and report generation, leading to increased efficiency and reduced chances of human error.
- **Decision Support Systems (DSS):**
 - Computers enable the development and implementation of Decision Support Systems within MIS. These systems utilize algorithms and models to assist decision-makers in analyzing data and making informed choices.

- **Communication and Collaboration:**
 - Computers facilitate communication and collaboration within an organization through networks and collaboration tools integrated into MIS. This ensures that relevant information is shared among different departments and levels of the organization.
- **Software Applications:**
 - MIS relies on various software applications to perform specific functions. These applications, ranging from enterprise resource planning (ERP) systems to customer relationship management (CRM) software, are designed to run on computer systems.

Role and Importance of Management

1.Planning:

- Management engages in the process of setting goals, defining strategies, and developing plans to achieve objectives. Planning provides a roadmap for the organization and helps in anticipating and responding to future challenges.

2.Organizing:

- This involves arranging resources such as personnel, finances, and materials in a structured manner to facilitate the accomplishment of goals. Organizing ensures that everyone knows their roles and responsibilities.



- **Leading (or Directing):**

- Management is responsible for leading and guiding employees. This includes motivating, communicating, and influencing individuals and teams to achieve their best performance. Leadership is crucial for maintaining a positive organizational culture.

- **Controlling:**

- Management monitors and evaluates the performance of the organization against the established plans and goals. Control mechanisms are put in place to identify deviations and take corrective actions when necessary.



• **Decision-Making:**

- Managers make decisions at various levels of the organization. Decision-making involves selecting the best course of action from available alternatives. Effective decision-making is essential for the success and survival of the organization.

• **Problem-Solving:**

- Management is involved in identifying and solving problems that arise within the organization. This requires analytical skills, creativity, and the ability to make sound decisions under different circumstances.

Importance of Management:

- **Achieving Objectives:**
 - Management is instrumental in aligning the efforts of individuals and teams toward the accomplishment of organizational goals and objectives.
- **Efficient Resource Utilization:**
 - Proper management ensures the efficient use of resources, including human capital, finances, and time. This optimization contributes to cost-effectiveness and productivity.

- **Adaptability to Change:**
 - Management helps organizations adapt to changes in the external environment. It involves strategic planning and decision-making to respond effectively to shifts in the market, technology, and other factors.
- **Conflict Resolution:**
 - Conflicts are inevitable in any organization. Management plays a crucial role in identifying, addressing, and resolving conflicts among individuals or groups to maintain a harmonious work environment.
- **Innovation and Creativity:**

Effective management encourages innovation and creativity within the organization. It fosters a culture that values new ideas and continuous improvement.

Importance of Management

- Goal Achievement
- Optimum Utilization of Resources
- Effective Planning
- Right Decision Making
- Effective Controlling
- Helps To Maintain Sound Organization
- Builds Team Spirit
- Increased Productivity
- Brings Coordination
- Environmental Adaptability

Function of the Manager

1. Planning:

Definition: The process of setting goals, defining

strategies, and developing plans to coordinate activities.

• **Managerial Activities:**

- **Goal Setting:** Establishing clear and achievable objectives.
- **Strategic Planning:** Outlining long-term organizational strategies.
- **Operational Planning:** Planning day-to-day activities to meet goals.

2. Organizing:

- **Definition:** Structuring resources and tasks to implement plans effectively.
- **Managerial Activities:**
 - **Organizational Structure:** Designing the hierarchy and relationships.
 - **Resource Allocation:** Allocating human, financial, and physical resources.
 - **Establishing Roles:** Defining responsibilities and reporting relationships.

3. Leading (or Directing):

- **Definition:** Guiding and influencing individuals and teams to achieve organizational objectives.
- **Managerial Activities:**
 - **Motivation:** Inspiring and energizing employees to perform well.
 - **Communication:** Providing clear instructions and fostering open communication.
 - **Conflict Resolution:** Addressing conflicts and maintaining a positive work environment.

4. Controlling:

- **Definition:** Monitoring, measuring, and correcting performance to ensure goals are met.
- **Managerial Activities:**
 - **Performance Measurement:** Establishing benchmarks and standards.
 - **Monitoring:** Tracking progress toward goals.
 - **Corrective Action:** Taking steps to address deviations from plans.

5. Staff Development:

- **Definition:** Investing in the growth and enhancement of employees' skills and capabilities.
- **Managerial Activities:**
 - **Training and Development:** Providing learning opportunities.
 - **Coaching and Mentoring:** Guiding individuals to reach their potential.
 - **Performance Appraisal:** Assessing and recognizing employee contributions.



Functions of Management



Management as a control system

1. Establishing Standards:

- **Definition:** Setting benchmarks and criteria against which actual performance can be compared.
- **Managerial Role:** Managers are responsible for defining clear standards for both processes and outcomes.

2. Monitoring and Measurement:

- **Definition:** Regularly observing and measuring actual performance against established standards.
- **Managerial Role:** Managers need to monitor ongoing activities, gather relevant data, and measure performance indicators.

3. Comparing Performance with Standards:

- **Definition:** Analyzing the variance between actual performance and established standards.
- **Managerial Role:** Managers assess whether organizational activities are on track or deviating from the planned course.

4. Identifying Deviations:

- **Definition:** Recognizing and understanding discrepancies between actual and desired outcomes.
- **Managerial Role:** Managers need to identify the causes of deviations and understand their implications for the organization.

5. Taking Corrective Action:

- **Definition:** Implementing changes and adjustments to bring performance back in line with established standards.
- **Managerial Role:** Managers are responsible for making decisions and taking actions to address and correct deviations.

6. Feedback and Learning:

- **Definition:** Using information from the control process to improve future performance.
- **Managerial Role:** Managers analyze feedback from the control system to enhance decision-making, planning, and execution.

Process of Management

Management Process



Planning



Organizing



Staffing



Directing



Coordinating



Controlling

THANK YOU..