



MANAGEMENT INFORMATION SYSTEMS

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Abstract

Management Information System is stream handling methods in view of PC information and coordinated with different techniques to give information conveniently and successfully to help navigation and other management capacities. This finding is likewise present when we consider that the quantity of contemporary business information and information remarkable develop, and proficient business independent direction is conceivable provided that the essential information is quick, exact and subjective and oversight by satisfactory staff yet for the most cases not suitable effectiveness is the consequence of an absence of good management information systems. The fast improvement of information innovation combined with the advancement of broadcast communications innovation has smoothed out each everyday issue and human movement. Through the great association of this innovation to accomplish quality independent direction at all degrees of management from the high level to the most minimal Information innovation in getting sorted out excellent and ideal data set offers incredible open doors for a fast and subjective control to raise the nature of planning of choices.

Keywords: Management, System

INTRODUCTION

An information system incorporates parts for gathering, putting away, handling information, and conveying information, cards, and computerized items. Business firms and Other Organizations depend on information systems to complete and deal with their activities, interface with their clients and providers, and contend in the commercial center. As per Information system is a powerful region or field screens changes, maybe the main impetus instigated by the improvement of PCs. It is a system that works and has to do with the information. The principle capacity of information is to avoid vulnerability and obscure conditions, making a solid reason for subjective decision-making in management and authority.

PC system processors are regularly characterized as contributions to results or information. An information system is characterized as a bunch of related components with ascribes that empower electronic information handling. PCs are being utilized in all areas; it is particularly communicated generally in business. The people who figure out how to utilize this useful asset to acquire the upper hand and give information that you really wanted them for professions, fruitful business, no matter what the benefit which field is situated in finance, showcasing, the management or in some other field business, and for the individuals who do not go up against with this incredible asset will be away from

what is to come. System information innovation concentrates on the most proficient method to accomplish equipment and programming join in fabricating an information system for the business proficient. Regularly individuals erroneously believe that Information System programming is strange, complex, and truly challenging to get; this, tragically, is some unacceptable thought. Yet, management information system is fascinating, sensible, fundamental, and vital for fruitful business and reception the trailer would be a more sensible discipline for each. Information system has to do with the basic working of ventures, organizations, and current organizations. Organizations use information system innovation to acquire an upper hand against their opponents. Truth be told, numerous fundamental business processes are set to expand yield efficiency using information systems. As per James as a rule, saw as system information system comprising of individuals, gear, and methods to gather, organize, dissect, evaluate, and disperse convenient information to a chosen recipient or as a formalized PC system that can gather, feed, interaction, and report information from different sources to give the vital information to management dynamic cycles.

Support Management Information System in Decision Making

Each dynamic cycle delivers the last decision that might possibly provoke activity. Choices differ contingent upon the structure, which accommodated settling on those choices. Present-day information advancements offer new answers for organizations, organizations, or other logical establishments, which make new work environmental elements that depend on PC correspondence between individuals. This contrasts express environmental elements working individuals, so that empowers more prominent adaptability, simpler answers for business issues, more remarkable inventiveness, better relational participation, and so on. Pleasing arrangements that affect individuals' fate in performing physical as well as scholarly works. Says Most choices are trailed by a few types of money-saving advantage investigation, individuals attempt to boost benefits while limiting costs management information system offers help for settling on choices in light of techniques and systematic examination. Depending on this is made with the product that tried choices preliminary phase of the dynamic interaction. These systems are known as choice emotionally supportive networks (DSS). A choice emotionally supportive network (DSS) is a PC program application that breaks down business information and presents it so clients can settle on business choices all the more without any problem. It is an "informational application" (to recognize it from a "functional application" that gathers the information over typical business activity). Run of the mill information that a choice help application may accumulate and present would be:

- Comparative sales figures between one week and the next
- Projected revenue figures based on new product sales assumptions
- The outcomes of various choice other options, given previous involvement with a setting that is depicted Decision emotionally supportive networks (DSS) then again, are described by adaptable execution in the data set in an assortment of result designs and an adaptable assortment of organization models.

Such parts needed more help chiefs in the dynamic interaction, rather than attempting to track down arrangements and settle on choices rather than clients. These systems have been displayed to dispose of the weaknesses of management information systems, and ventures appropriately hung on as they have acquired involvement in system management information. The term positions generally mean the method involved with choosing a couple or more elective stock in some random circumstance which will be embraced to accomplish any objective in any not so distant future or far off. Choice emotionally supportive networks are introduced during the '70s as generators of new figuring answers for management support.

- Starting points of decision support systems are:
- Computer support is given to the case of decision making when dealing with structural problems;
- Connect the data models and decisions, efficient computing elections;
- To provide computer support manager.

MANAGEMENT INFORMATION SYSTEMS

Management information systems are intended for giving information to the vital functionaries in an association. These systems utilize the all-around handling of the generally handled exchange information, which is yielded from TPS, and produce information reports subsequent to handling information. The result of an MIS appears as outline reports and special case reports. An outline report gathers information from a few exchanges and presents the outcomes in a consolidated structure. For instance, a bank administrator might get a synopsis report posting the aggregate sum of stores and withdrawals made the earlier day. An exemption report diagrams any deviations from the expected result. Its fundamental object is to draw the consideration of center chiefs to any huge contrasts between real execution and anticipated execution. For instance, a project lead might concentrate on a special case report that rundowns all business faculty who sold less than RS at least 10000 than RS 50000 in the former month.

Fig shows the relationship between TPS and MIS:

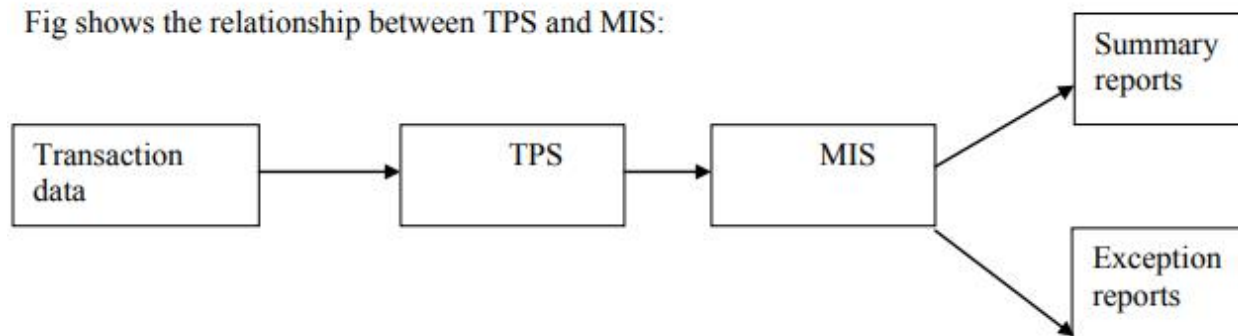


Fig: 1 Interaction between TPS and MIS for Information Needs of an Organization.

Decision Making In MIS

Independent direction is a fundamental piece of a management. Some have even recommended that management is inseparable from independent direction are complicated exercises that include numerous choices of human conduct .Early traditional models of management focused on the elements of administrators , in particular ,arranging, sorting out, staffing, organizing, revealing, planning. Contingent upon the level at which administrative chiefs would they say they are playing out an alternate blend of administrative capacities? There are fundamentally three degrees of management and direction named as essential, specialized/strategic and functional navigation. These three degrees of direction connect with each other intently generally management the capacities that an administrator plays out the levels at which the leader is and on the sort of choices.

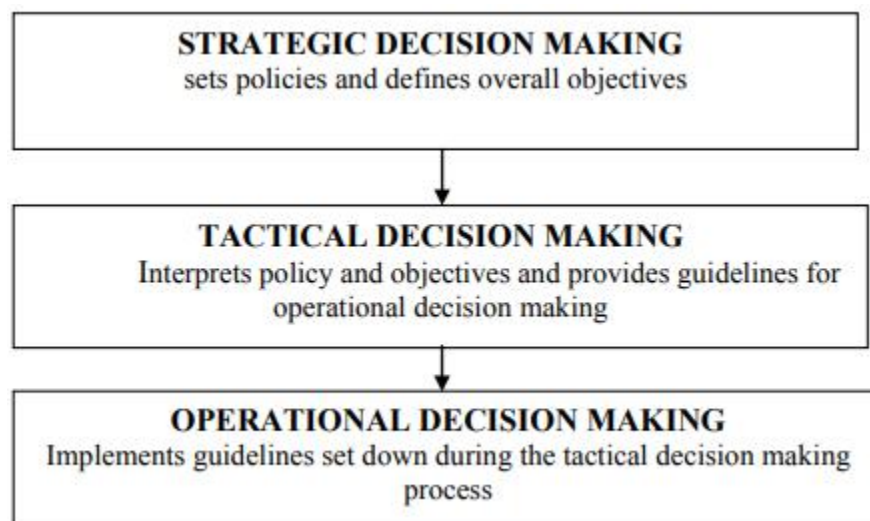


Fig 2: Decision making process

Overview of Management Concepts

Each specialty unit has its very own few targets. These destinations can be accomplished with the organized endeavors of a few faculties. Crafted by various people are appropriately coordinated to accomplish the goals through the course of management. Management is a crucial part of the monetary existence of man, which is a coordinated gathering action. It is considered as the imperative establishment in the cutting-edge social association set apart by a logical idea and mechanical advancements. Either type of management is fundamental any place human endeavors are to be attempted all in all to fulfill needs through some useful movement, occupation, or calling. It is management that controls man's useful exercises through facilitated utilization of material assets. Without the initiative given by management, the assets of creation remain assets and never become creation. Management is the incorporating power is totally coordinated action. At whatever point at least two individuals cooperate, they need to arrange their exercises to accomplish a typical target. They also need to sort out and use their assets to improve the outcomes. Management is generally characterized as arranging, coordinating, and controlling business tasks. Management is the most common way of

distributing associations' input, including human and financial assets, by arranging, coordinating, coordinating, and controlling to deliver labor and products wanted by clients, so authoritative targets are refined.

Functions of Management

Management has been characterized as a course of finishing things through others. This cycle is recognized in many capacities performed by directors to achieve the objectives. An administrator is, in this manner, somebody who characterizes plans, guides, assists, and surveys crafted by others, often individuals for whom the director is responsible in an association. The accompanying referenced management capacities will include inventive critical thinking.

Planning: As indicated by Terry and Franklin, "arranging is choosing information and making suspicions concerning the future to assemble the exercises important to accomplish authoritative destinations." Planning incorporates both the broadest perspective on the association, e.g., its central goal, and the tightest, e.g., a strategy for achieving a particular objective.

Organizing: Organizing is the classification and categorization of requisite objectives, the grouping of activities needed to accomplish objectives, the assignment of each grouping to a manager with authority necessary to supervise it, and the provisions for coordination horizontally and vertically in the organization structure. The focus is on separation, coordination, and control of tasks and the flow of information inside the organization. It is in this function that managers allocate authority to jobholders.

Directing: Direction advises individuals on what to achieve and seeing that they do it to the best of their ability. It incorporates making tasks, relating strategies, seeing that missteps are remedied, giving hands-on guidance, and giving requests." The reason for coordinating is to control the conduct of all staff to achieve the association's central goal and targets while at the same time assisting them with achieving their professional destinations.

Staffing: Staffing capacity requires acknowledgment of human asset needs, filling the hierarchical structure, and keeping it loaded up with skillful individuals. This capacity incorporates enrolling, preparing, assessing, and repaying are the particular exercises.

Controlling: "Control is the game-plan that actions present execution and guides it towards some foreordained objective. The pith of control lies in checking existing activities against a few not set in stone in the arranging system."

Objectives of the Study

1. Identifying the areas of activities in an office where Mechanized Office Management & Information System can be implemented;
2. Understand the basic concepts of Information Systems
3. Identify the basic components of Management Information Systems.

Research method

Associations thought that it is hard to deal with the information before PC innovation sprouted. Improvements in PC innovation made it workable for the administrators to effortlessly accumulate, incorporate, store and deal with the information in the structure they require contingent on their necessities and timing. Information is utilized all the while by many individuals. The information should be current, exact, brief, convenient, complete, first-rate, and storable. For hierarchical usefulness, exclusively relying upon PCs is not solid until it is utilized productively and viably.

Additionally, progressed innovative systems for incorporating and arranging the information can be expensive except if the senior management arranges it for the staff. In this manner, information systems came into the image. An information system is a component that guarantees information is accessible to the chiefs according to their requirements and time. It gives applicable information to navigation. Management information is a significant contribution at each level in the association for independent direction, arranging, coordinating, carrying out, checking, and controlling. Chiefs need to absorb masses of information, convert that information into information, structure decisions, and settle on choices prompting the accomplishment of business targets. For an association, information is as significant an asset like cash, hardware, and labor supply. It is fundamental for the endurance of the endeavor. Subsequently, management information system assumes a significant part in overseeing information and making it simple for the directors to gather, coordinate, and dole out the information and guarantee powerful and productive navigation.

CONCEPT OF MIS

Information is a bunch of characterized and deciphered information utilized in navigation, and it has additionally been characterized as "some substantial or theoretical element which serves to diminish vulnerability about future state or occasions" There are various degrees of direction for which information can be depicted as:

1. source
2. data
3. inferences and predictions drawn from data
4. value and choices
5. Action which involves a course of action.

Management information system has a reason to meet the overall information needs of the relative multitude of administrators in an association or in certain subunits of the association. A subunit can be founded on utilitarian regions or can be seen at management levels. Considering the definition for MIS, one of the famous definitions depicts management information system (MIS) as "an authoritative strategy for giving past, present and projected information connected with interior tasks and outer insight.

It upholds the preparation, control and activity elements of an association by outfitting uniform information in the appropriate time period to help the chiefs". The information in MIS portrays the firm or one of its significant systems as far as what has occurred previously, what's going on now, and what will probably occur later on. The information is given as reports and results of numerical reproductions. There are two kinds of reports specifically, intermittent and unique reports. All supervisors utilize the information yield as they settle on choices to tackle the company's concerns. A management information system has likewise been characterized as "an incorporated client machine system for giving information to help tasks, management and dynamic capacities in an association. The system uses PCs, manual methodology, models for examination, arranging, control and direction, and an information base" All these definitions give a brief comprehension of MIS in general.

Results

As indicated by Haynes and Massie, a choice is a game plan that is intentionally picked for accomplishing an ideal outcome. As indicated by Trewatha and Newport, Decision making includes the determination obviously of activity from among two or more potential options to show up at an answer for a given issue. Considering the order of choices, there is characterization in view of the circumstance and their inclination. The choices based on circumstance depend on the information about the results that are yet to occur. For a fruitful choice, the chief ought to know about the result that will occur once that choice is taken. What's more, in the event that the leader has the full information on the system, it is what is happening of assurance. Contrastingly, on the off chance that the chief has halfway or fragmented information on the system, it is a dangerous circumstance. Ultimately, in the event that the chief has no information on the system, it is what is happening under vulnerability.

On the basis of nature, decisions can be classified as programmed decisions and non-programmed decisions.

1. Programmed choice: - If a choice depends on rules, techniques, or a few rules, then it is called a modified choice. The modified direction can be assigned to a lower level in the management. E.g., If a stock level of a thing is 200 number then a choice to raise buy demand for additional things in a couple of numbers.
2. Non-customized choice: - A choice that cannot be made utilizing a standard or strategy is called a non-modified choice. This direction is non-deterministic and is taken care of by top management, E.g., the stock level is 200.

ROLE OF MIS IN DECISION MAKING

Choice-making is the interaction by which hierarchical individuals pick explicit strategy out of a few options because of chances and dangers. The result of the dynamic cycle either brings about a decent or a terrible choice. A Good choice results in fruitful usefulness of the association and in the courses of activities that help an individual, gathering or association to be successful, while a terrible choice results in poor and wasteful decision obviously of activity in this manner prompting poor or no efficiency and

generally speaking loss of time, exertion, money, and work. Each association develops, succeeds, or comes up short because of choices made by its individuals. The achievement of independent direction is profoundly reliant part of the way on accessible information, and halfway on the parts of the interaction which are known as capacities. For instance, on the off chance that administrative targets are missing or hazy, presumably because of deficient information, there is no reason for an inquiry. Without the information, the hunt has no significance since there will be no choices to think about list items, which will subsequently yield an undesired outcome because of an arbitrary decision of a specific strategy. As indicated by Alabi, the inquiry could be through :

- 1) Undirected survey: There is an overall openness to information where the watcher has no particular reason as a top priority and is haphazardly looking for information from the whole information pool.
- 2) Conditioned review: There is a guided openness to information. However, it does not include dynamic pursuit to a pretty much obviously distinguished region or kind of information.
- 3) Informal pursuit: This is somewhat restricted and unstructured work to acquire explicit information for a particular reason. The information needed is effectively looked for.
- 4) Formal pursuit: This is an intentional exertion, generally following a pre-set-up arrangement, system, or philosophy to get explicit information connecting with a particular issue. Simon (1984), the main expert in management dynamic, thinks about that navigation involves four princi-buddy stages:
 - 1) Intelligence-scanning the climate for conditions that calls for direction.
 - 2) Design-concocting, creating and investigating potential courses of activities. This includes cycles to comprehend the issue, to produce arrangements and testing of solutions for achievability.
 - 3) Choice-choosing another option or strategy from those factors.
 - 4) Review-surveying and breaking down all the previous decisions

MIS can be seen in another manner wherein it acts as a method for change of information, which in the dynamic interaction is utilized as information. The information is overflowed in the MIS cycle, which turns out to be information that contributes to the client processes. The information is handled into information for a particular reason, and it gives a few choices obviously of activity for independent direction, out of which one game-plan is chosen which only the choice is taken.

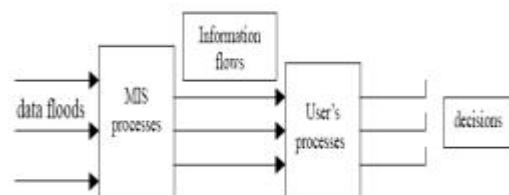


Figure 3: MIS Decision Making Process

For development in dynamic utilizing MIS, an important MIS technique should be picked, and it should be guaranteed that the decision made is completely viable with the system. In this manner, time and cash will be saved, and the likelihood of choosing an off-base decision will diminish. Likewise, the chosen MIS procedure ought to be viable with the choices made. That implies there ought to be a typical point between the choices and the association's MIS technique. As indicated by Obi (2003), MIS can screen any aggravations in the system, and henceforth it is helpful for navigation. MIS gets the system in charge by going in a specific direction. It is likewise significant in nonprogrammer choices as it offers help by providing information for the pursuit, the investigation, the assessment, and the decision and execution cycle of independent direction.

Considering the different parts of how MIS aids in direction, one more key variable here is choosing the people for navigation. MIS is an exceptionally intricate cycle that requires a parcel of alert. In this manner, associations ought to painstakingly choose the people who will be controlling the systems. The more expert an individual, the better it can deal with a dynamic which along these lines builds the likelihood of right choices and positive results for the association. On another level, direction additionally relies upon the past work or notable information. This is the place where record-keeping comes into the picture. MIS assumes a significant part in the record-keeping of data sets that can keep private and vital information without much of a stretch. Security of information in the data sets is guaranteed by the supervisors of the association. Also, data sets give a stage from where information can be recovered. Consequently, record keeping and information base devices of MIS guarantee that the choices are taken reasonably and simultaneously the organizations run as expected with no interference.

According to the activities point of view, the tasks of MIS vigorously depend on systematic techniques. This demonstrates that the choices made by the association are pre-arranged and altogether, which accordingly supports objectivity during dynamic hence the systematic and precise equation of working is significant and game-changing for great navigation. Jahangir adds that the standards, procedures, and methods of activity in MIS can be wisely utilized by macroeconomists to define a boundary among great and awful choices. When the line is drawn, great choices are supported while the awful ones are sidelined and practically disposed of. Subsequently, this guarantees inspiration as far as choices made by associations which significantly further develops the dynamic interaction. According to the principal viewpoint, a lot of MIS can play out various errands all the while. Performing multiple tasks is straightforwardly corresponding to productivity since a few activities are performed simultaneously along these lines expanding the proficiency. In the setting of navigation, it is seen that performing various tasks guarantees that choices are made all the more expediently when contrasted with those systems that handle each assignment in turn. Regardless of the different benefits of MIS in navigation, there are a couple of difficulties that should be controlled. MIS has a unique nature bringing about trouble for certain associations to stay aware of the standards, procedures, or even thoughts. Likewise, MIS is non-versatile, calling for various choices in various circumstances which is testing. MIS requires aptitude and is exorbitant for certain associations. Finally, MIS is an even more, a science-situated field while business is craftsmanship arranged. Thus, it becomes hard for certain associations to work together and track down a center ground for the two. Albeit these difficulties are not normal for all associations,

there is a need to control the difficulties referenced previously. To conquer these difficulties, something that an association can adjust is a distinct dynamic system which will give a reasonable climate to MIS. Considering the expense, the higher management of the association should concoct plans to deal with the expense of MIS. Great leaders should be picked that can deal with assorted choices and can think diversely and mentally. The associations ought to orchestrate courses and show the assorted and dynamic nature of MIS for better agreement, along these lines assisting their workers with working on their exhibition.

CONCLUSION

Management Information Systems gives exact, opportune, applicable, and complete information important to work with decision making in an association. It helps in arranging, control and functional capacities to be completed adequately and productively. It gives a wide scope of choice choices for the leaders, empowering them to settle on their decision relying upon the system and the circumstance. It guarantees that the decision brings about more regularly a positive result. These are the significant justifications for why eminent associations pick MIS for independent direction and for management of information. MIS with every one of its benefits has a couple of provokes that should be survived. Associations ought to guarantee high-level management contribution for the smooth working of the association regarding MIS. Dynamic hotel such associations would be quicker and in accordance with the cutting edge and productive strategic approaches. Entrepreneurs should figure out how to adapt up to the consistently changing patterns in MIS and direction, without which it will be extremely difficult to settle on certain headway in navigation. At long last, it is indispensable to recollect that improvement in navigation is in a general sense intended to guarantee consumer loyalty while organizations keep on prospering in progress. The MIS systems ought to be taken on according to the necessity and should mean to accomplish the business objectives.

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