

# Previous year Questions

## Chapter-1

### Nature and Significance of Business

#### VERY FREQUENT (Repeat Questions)

##### 1. What is Management? (1 / 3 / 5 marks)

- Define management.
- Explain management as a process of getting work done through others.
- Distinguish between **efficiency and effectiveness**.

👉 Most repeated questions ever.

##### 2. Characteristics / Features of Management (3 / 5 marks)

- Explain any **four / five features of management**.
- “Management is goal-oriented and pervasive.” Explain.

##### 3. Objectives of Management (3 / 5 marks)

- Explain **organisational objectives** of management.
- State **social objectives** of management.
- Explain **personal objectives** of management.

👉 Often comes as “**Explain any three objectives**”.

##### 4. Importance of Management (3 / 5 marks)

- Why is management important?
- State any four points explaining the importance of management.

# • NATURE OF MANAGEMENT – EXAM FAVOURITE

## 5. Management as Science / Art / Profession

- “Management is both a science and an art.” Explain.
- Explain management as a **profession**.
- Give two arguments each to prove management is a science and an art.

👉 5-mark goldmine 💰

## LEVELS OF MANAGEMENT (High Probability)

### 6. Levels of Management (3 / 5 marks)

- Explain the **three levels of management**.
- Distinguish between **top, middle and lower level management**.
- State the functions of **top level management**.
- State the role of **middle level management**.

👉 Almost every board touches this.

## FUNCTIONS OF MANAGEMENT (Most Tested Area)

### 7. Functions of Management (5 marks compulsory type)

- Explain the **functions of management**.
- What is **planning**? Explain its importance.
- Explain **organising** as a function of management.
- What is **staffing**? Explain its importance.
- Explain **directing** as a function of management.
- What is **controlling**? Explain its steps.

👉 CUET MCQs bhi yahin se aate hain.

# COORDINATION (EXTREMELY IMPORTANT)

## 8. Meaning of Coordination (1 / 3 marks)

- What is coordination?
- Why is coordination called the **essence of management**?

## 9. Importance of Coordination (3 / 5 marks)

- Explain the importance of coordination.
- How does coordination help in:
  - growth in size
  - functional differentiation
  - specialisation

## 10. Nature / Features of Coordination (3 / 5 marks)

- State the features of coordination.
- Coordination is a **continuous and deliberate process**. Explain.
- “Coordination is the responsibility of all managers.” Explain.

👉 Direct theory question, zero thinking required.

## CASE-STUDY BASED QUESTIONS (CUET + Boards)

Questions like:

- Identify the **function of management** involved.
- Which **level of management** is performing the given role?
- Identify whether the manager is ensuring **coordination / controlling / directing**.

# BEST OF LUCK