

**NATIONAL UNIVERSITY OF LESOTHO**  
**DEPARTMENT OF EDUCATIONAL FOUNDATIONS**  
**B. ED. EXAMINATIONS**  
**EFE 4304: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**  
**JANUARY 2024      TIME: 3 HOURS      MARKS: 100**

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**INSTRUCTIONS:**

- 1. Answer all questions.**
  - 2. Number your questions as in the question paper.**
  - 3. Begin each question on a new page.**
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**QUESTION 1**

Explain the following leadership styles, support your answers with examples:

- |                              |     |
|------------------------------|-----|
| (a) Autocratic leadership    | (5) |
| (b) Laissez-faire leadership | (5) |
| (c) Democratic leadership    | (5) |
| (d) Transactional leadership | (5) |
| (v) Contingency leadership   | (5) |

**[25 Marks]**

**QUESTION 2**

- (a) Financial resource management is one of the most important aspects of school management. Discuss this statement with three points. (10)
- (b) Using the information below, prepare income and expenditure account of Bakoena High School for the year ended 31<sup>st</sup> December 2023. (15)

Bakoena High School had the following transactions in 2023:

- Cash at bank (1<sup>st</sup> January 2023) M15000
- Donations M8000
- Concerts M1000
- Fees M20000
- Sales of learners' uniform M25000
- Subvention from the Ministry of Education and Training M8100
- Printing costs M700
- Refreshments for teachers during parents' meeting M200
- Transport expenses for teachers' workshops M300
- Cleaning M500
- Chalk M60
- Dusters M70
- Petty cash M600
- Workshops M1200

**[25 Marks]**

### **QUESTION 3**

Discuss the theory of classical-scientific management as applicable to the school setting in Lesotho. Discuss with five (5) points. **[25 Marks]**

### **QUESTION 4**

(a) Discuss the similarities and differences between administration and management.

(10)

(b) Define the following concepts:

(a) Personnel provision. (5)

(b) Recruitment. (5)

(c) Selection. (5)

**[25 Marks]**