

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BBA IN HOTEL OPERATIONS AND TOURISM (756)**  
**EXAMINATION: NOVEMBER- 2025**  
**THRID SEMESTER**  
**Subject : - Front Office - III (756304)**

**C/CB**  
**60:40**

**Date: 22/11/2025**

**Total Marks: 60**

**Time: 10.00 am to 12.30 pm**

**Instructions:** 1) Each question carries equal marks.  
2) Attempt any 06 questions

- Q. 1 Explain the following (10)**
1. Folio
  2. F.O accounting
  3. Hospitality Desk
  4. PMS
  5. Bill to Company
- Q. 2 Write process of settling bill by credit card. (10)**
- Q. 3 Explain functions and role of hospitality desk. (10)**
- Q. 4 Night audit module in PMS. Explain (10)**
- Q. 5 Describe sustainable planning of MICE. (10)**
- Q. 6 What are types of accounts maintained at front office? Explain with examples. (10)**
- Q. 7 Write Emigration and Immigration process. (10)**
- Q. 8 Define Folio and explain its types. (10)**
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