

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BBA IN HOSPITALITY & TOURISM (BBAHT) (124)
EXAMINATION: NOVEMBER- 2025
THIRD SEMESTER
Subject : Front Office - III (124304)

Date: 21/11/2025

Total Marks: 30

Time: 2.00 pm to 3.30 pm

Instructions: 1) Each question carries equal marks.
2) Attempt any 03 questions

- Q. 1** Define the following **(10)**
1. Accounting
 2. Vouchers
 3. Folio
 4. MICE
 5. BTC
- Q. 2** Write in detail planning of MICE. **(10)**
- Q. 3** Explain process of bill settlement by credit card at front office. **(10)**
- Q. 4** What are the various types of folio maintained at front office? **(10)**
- Q. 5** List and explain any 5 vouchers maintained at front office. **(10)**
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